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MAINE STATE GOVERNMENT ANNUAL REPORT

1980-1981

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MAINE

A Compilation of
Annual Reports of
State Departments and Agencies

Published at
Augusta, Maine
1981

Compiled and edited by the
Department of Finance and Administration,
Bureau of the Budget

Printed Under Appropriation Number 75090-000-4929

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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

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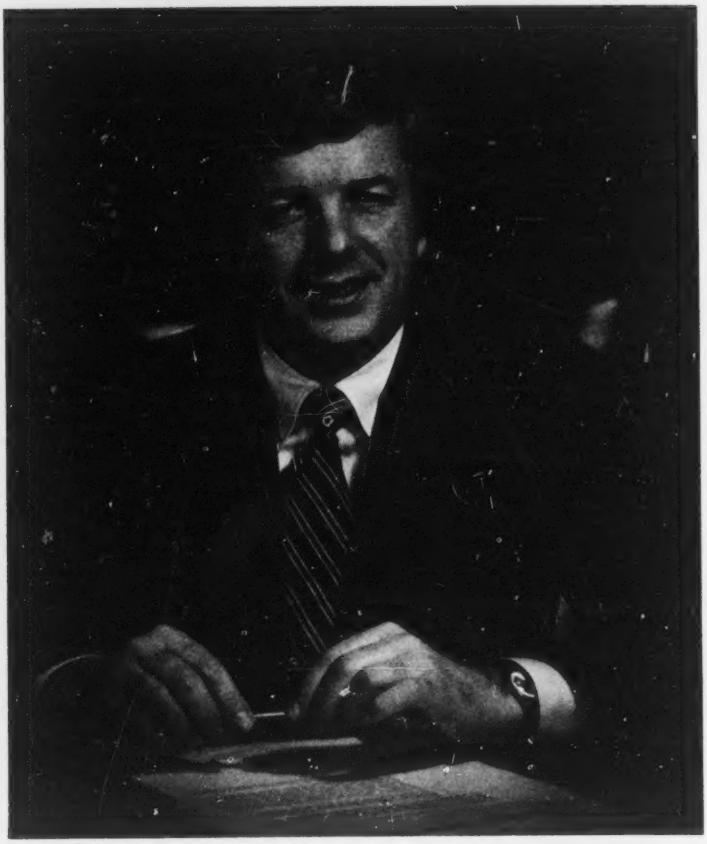

Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT

Based on Elective or Appointive Line of Authority

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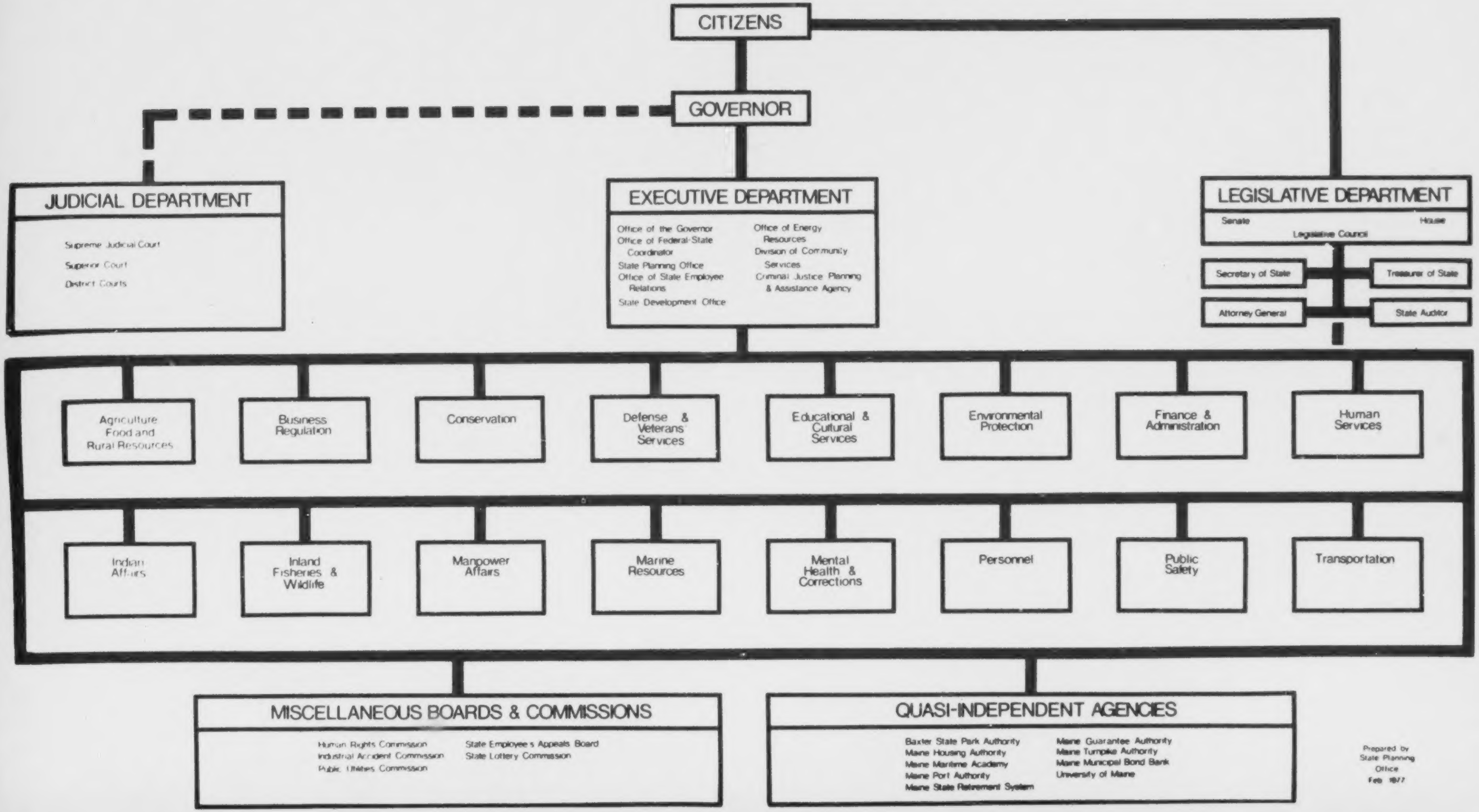
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Maine State Retirement System
Maine Guarantee Authority
Maine Turnpike Authority
Maine Municipal Bond Bank
University of Maine

Prepared by
State Planning
Office
Feb 1977

FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basis elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the recently enacted "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government	04 Manpower
01 Economic Development	05 Natural Resources
02 Education and Culture	06 Public Protection
03 Human Services	07 Transportation

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that* 2 digit "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and Rural Resources
02 Department of Business Regulation
04 Department of Conservation
05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance and Administration
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
11 Department of Indian Affairs
12 Department of Manpower Affairs
13 Department of Marine Resources
14 Department of Mental Health and Corrections
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
26 Department of Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
60 (Office of) Commissioner of Personnel
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number.* Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter.*

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Permanent Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count,* where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION. It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

PROGRAM. Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS. This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR. Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only thoseexpenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

● ● ● ●

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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  State Board of Registration for Land Surveyors 686
  Office of Legal Services 688
  Bureau of Maintenance and Operations 688
  Bureau of Planning 691
  Office of Policy Analysis 693
  Maine Port Authority 694
  Bureau of Project Development 695
  Penobscot Bay and River Pilotage Commission 698
  Bureau of Transportation Services 699
  (Office of) Treasurer of State 701
Travel Information Advisory Council 705
Maine Turnpike Authority 706
Board of Trustees University of Maine 707
  University of Maine Blueberry Advisory Committee 711
  Bureau of Public Administration 712
Maine Veterans Small Business Loan Authority Board 713
Board of Trustees of Maine Veterans Home 715
Board of Visitors (to State Institutions) 715
Maine Advisory Council on Vocational Education 716
Maine Vocational Development Commission 717
New England Interstate Water Pollution Control Commission 717
Board of Certification (Water Treatment Plant Operators) 719
Maine Commission for Women 720
Workers' Compensation Commission 721

GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index and table of contents. The data included in the report section will be limited to directory information.

Organizational Units Whose Names Have Been Changed. These units will be in the Index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*
01 022	Sardine Industry Advisory Board	32 MRSA Sect 4152
02 037	Home Repair Advisory Board	9 MRSA Sect 3752
02 368	Banking Advisory Board	9B MRSA Sect 216
07 102A	Mapping Advisory Committee	Exec Order FY 74 #26
07 102F	Governor's Citizen Advisory Committee on Alcohol and Drug Abuse Prevention	Exec Order FY 80 #13
07 102L	Marketing and Information Committee	Exec Order FY 78 #13
15 217	Civil Emergency Preparedness Council	37A MRSA Sect 56
16 240	Division of Special Investigations	25 MRSA Sect 2911
16 241	Board of Directors of the Division of Special Investigations	25 MRSA Sect 2912
17 234	Bureau of Highways	23 MRSA Sect 4206
17 235	Bureau of Waterways	23 MRSA Sect 4206
17 236	Bureau of Aeronautics	23 MRSA Sect 4206
17 243	Bureau of Public Transportation	23 MRSA Sect 4206
92 434	Hazardous Material Advisory Board	25 MRSA Sect 2108
94 320	State Employees Appeals Board (Effective January 1, 1982)	5 MRSA Sect 751

94 431	Commission on Energy Efficiency Building Performance Standards	P & SL 1977 Ch 57
99 427	Indian Housing Mortgage Insurance Committee	30 MRSA Sect 4786

INACTIVE ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*
94 286	Boundary Commission, Interstate	1971 P&SL Ch 131
10 161	Children and Youth, Governor's Committee on	1975 P&SL Ch 90
07 102E	Development and Conservation, Governor's Advisory Committee on Coastal	Exec Order FY 76 #10
29 258	Driver Licensing and Vehicle Registration, Advisory and Review Board on	29 MRSA Sect 2246
10 156	Drug Abuse Coordinating Committee, State Government	22 MRSA Sect 7111
94 372	Finance Commission, Education	1977 P&SL Ch 711
04 068	Forest Authority, Maine	12 MRSA Sect 1701
94 390	Homemakers Advisory Council, Displaced	26 MRSA Sect 1604
10 158	Interdepartmental Coordinating Committee (OADAP)	22 MRSA Sect 1366
30 273	Intergovernmental Relations, Commission on	3 MRSA Sect 271
98 394	Planning Commission, New England Interstate	10 MRSA Sect 304
04 065	Trails System Advisory Committee, Maine	12 MRSA Sect 602

NEWLY CREATED or RENAMED* ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*	*Date*
07 413	Advocate, (Office of) Public	35 MRSA Sect 1A	Jun 1981
07 102F	Alcohol and Drug Abuse Prevention, Governor's Citizen Advisory Committee on	Exec Order FY 80 #13	Mar 1980
07 102M	Business Advisory Council, Governor's Small	Exec Order FY 81 #13	Apr 1981
03 211	Charleston Correctional Center	34 MRSA Sect 871	Sep 1981
94 402	Children Coordinating Committee, Maine Aid to Families with Dependent	20 MRSA Sect 3773	Sep 1981
30 316	Compensation Commission, State	3 MRSA Sect 2A	Sep 1981
02 030	Consumer Credit Protection, Bureau of	9A MRSA Sect 6-103	Sep 1981
07 102V	Consumer Coordinating Council, Maine	Exec Order FY 81 #4	Oct 1980

03 201	Corrections, Department of (Formerly: A component of the Department of Mental Health and Corrections)	34 MRSA Sect 525	Sep 1981*
02 295	Driver Education, Board of Commercial	32 MRSA Sect 9552	Sep 1981
99 430	Eastern States Exposition Advisory Board (Formerly: Maine Trustees Advisory Board (Eastern States Exposition))	7 MRSA Sect 403	Sep 1981*
07 446	Employee Relations, Governor's Office on	36 MRSA Sect 79A	Mar 1979
60 408	Employee Suggestion System Board	5 MRSA Sect 642	Sep 1981
10 339	Environmental Health Advisory Committee	22 MRSA Sect 1693	Sep 1981
12 169	Employment Security, Bureau of	26 MRSA Sect 1043	Mar 1980
07 102D	Environmental Protection, Governor's Citizen Commission to Evaluate the Department of	Exec Order FY 81 # 10	Apr 1981
17 231	Finance and Administration, Bureau of (Formerly: Bureau of Administrative Services (Transportation))	23 MRSA Sect 4206	Sep 1981*
07 102W	Housing Coordinating Committee, State Agency	Exec Order FY 82 #1	Jul 1981
10 144B	Income Maintenance, Bureau of (Formerly: Bureau of Social Welfare)	22 MRSA Sect 3101	Sep 1981*
12 168	Labor, Department of (Formerly: Department of Manpower Affairs)	26 MRSA Sect 1401	Sep 1981*
12 170	Labor Standards, Bureau of (Formerly: Bureau of Labor)	26 MRSA Sect 41	Sep 1981*
17 234	Maintenance and Operations, Bureau of	23 MRSA Sect 4206	Sep 1981
14 191	Mental Health and Mental Retardation (Formerly: A component of the Department of Mental Health and Corrections)	34 MRSA Sect 1	Sep 1981*
99 431	Municipal and Rural Electrification Cooperative Agency, Maine	35 MRSA Sect 4101	Sep 1981
17 232	Planning, Bureau of	23 MRSA, Sect 4206	Sep 1981
01 329	Potato Marketing Improvement Committee	7 MRSA Sect 971	Sep 1981
90 304	Potato Quality Control Board, Maine	7 MRSA Sect 1033	Sep 1981
17 246	Project Development, Bureau of	23 MRSA Sect 4206	Sep 1981
90 400	Radiological Emergency Preparedness Committee	37A MRSA Sect 124	Sep 1981
10 148	Social Services, Bureau of (Formerly: Bureau of Resource Development)	22 MRSA Sect 5308	Sep 1981*
17 243	Transportation Services, Bureau of	23 MRSA Sect 4206	Sep 1981
94 433	Waste Siting Commission, Low-Level	10 MRSA Sect 175	Sep 1981

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Union Mutual Life Insurance Company for major medical coverage for the policy year ending April 30, 1980.

PUBLICATIONS: "Your Health Care Benefits And How To Use Them." (free)

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

STEWART N. SMITH, COMMISSIONER
DANIEL HARLAN, Deputy
SARAH E. REDFIELD, Associate

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1852 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 254 *Legislative Count:* 94

Organizational Units:

- Administrative Services Divisions
- Bureau of Agricultural Marketing
  - Division of Market Development
  - Division of Grading Services
  - Maine Potato Commission
  - Maine Dairy and Nutrition Council
  - Maine Dairy Promotion Board
  - Maine Potato Marketing Committee
  - Maine Agricultural Bargaining Board
- Bureau of Agricultural Production
  - Division of Poultry and Livestock
  - Division of Plant Industry
    - (Office of) State Horticulturist
  - Seed Potato Board
  - State Board of Veterinary Medicine
- Bureau of Agricultural and Rural Resources
  - Division of Resource Development
  - Board of Pesticides Control
  - State Harness Racing Commission
  - State Soil and Water Conservation Commission
    - (Office of) Inspector of Dams
- Bureau of Public Services
  - Division of Regulation
    - (Office of) Sealer of Weights and Measures
  - Division of Animal Welfare
  - Animal Welfare Advisory Board
  - Maine Milk Commission

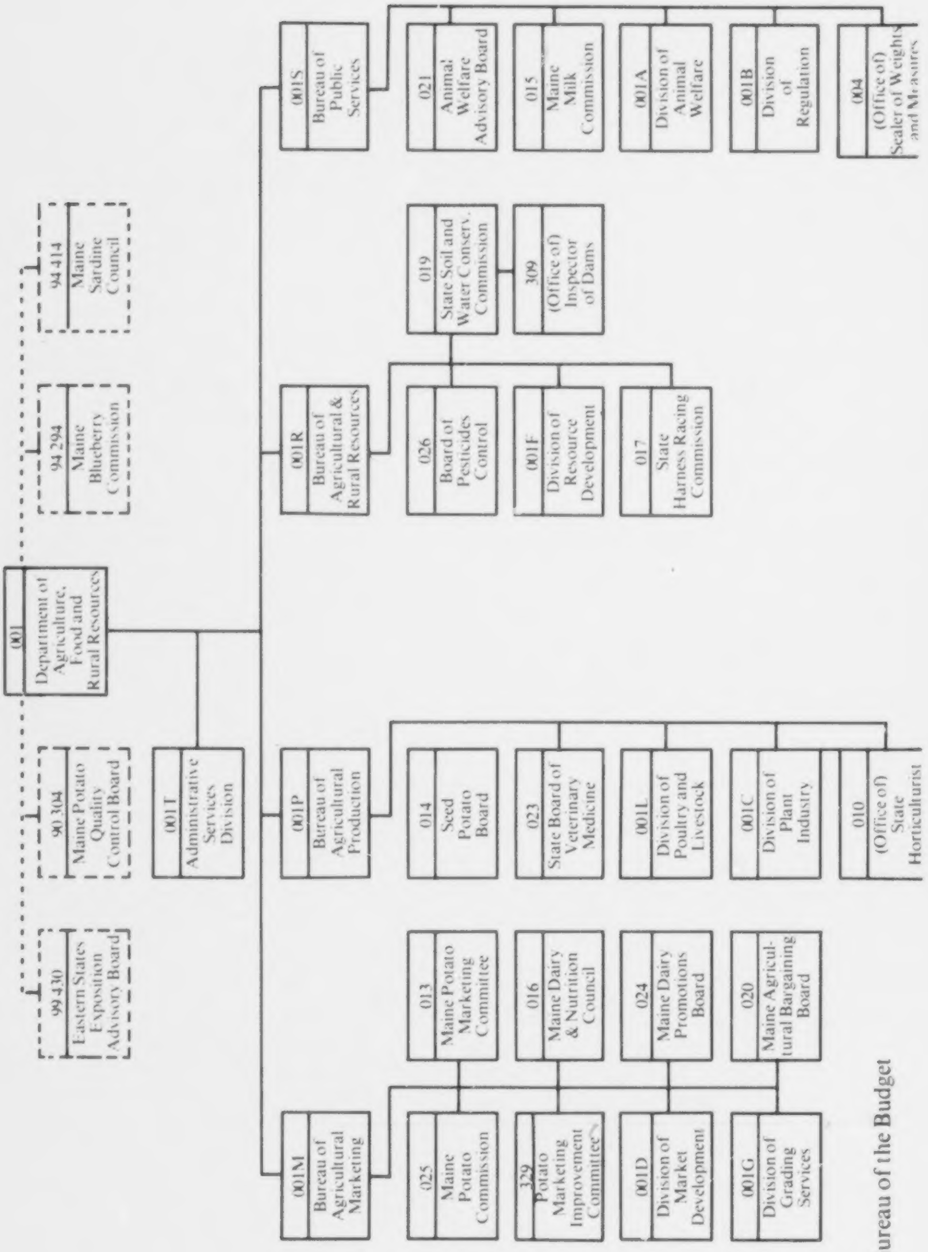
PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the fullest possible development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register economic poisons and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905. The

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01


99 430 Eastern States Exposition Advisory Board
90 304 Maine Potato Quality Control Board
001 Department of Agriculture, Food and Rural Resources
94 294 Maine Blueberry Commission
94 414 Maine Sardine Council
001T Administrative Services Division
001M Bureau of Agricultural Marketing
001P Bureau of Agricultural Production
001R Bureau of Agricultural & Rural Resources
001S Bureau of Public Services
025 Maine Potato Commission
013 Maine Potato Marketing Committee
329 Potato Marketing Improvement Committee
016 Maine Dairy & Nutrition Council
001D Division of Market Development
024 Maine Dairy Promotions Board
001G Division of Grading Services
020 Maine Agricultural Bargaining Board
014 Seed Potato Board
023 State Board of Veterinary Medicine
001L Division of Poultry and Livestock
001C Division of Plant Industry
010 (Office of) State Horticulturist
026 Board of Pesticides Control
019 State Soil and Water Conserv. Commission
001F Division of Resource Development
309 (Office of) Inspector of Dams
017 State Harness Racing Commission
021 Animal Welfare Advisory Board
015 Maine Milk Commission
001A Division of Animal Welfare
001B Division of Regulation
004 (Office of) Sealer of Weights and Measures

Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,119,387	1,436,841	1,302,297		342,159	38,090
Retirement	525,234	237,374	220,508		60,690	6,662
Computer Services—State	8,216	5,594	117		2,505	
Rents	25,735	108	18,085			7,542
Commodities	198,307	69,081	74,969		3,060	51,197
Grants—Subsidies—Pensions	1,351,249	60,267	1,184,628		102,014	4,340
Equipment	93,754	39,279	36,029		18,446	
Transfers to Other Funds	117,907		96,354		13,685	7,868
Other Contractual Service	2,113,785	582,771	1,400,645		58,102	72,267
TOTAL EXPENDITURES	7,553,574	2,431,315	4,333,632		600,661	187,966

State Entomologist came into being in 1907, with the title changed to State Horticulturist in 1911. The position of Crop Pest Commissioner was established in 1915 and continued until 1931.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

PROGRAM: The 109th Legislature, acknowledging the significance and potential of Maine agriculture, created the blueprint for its further development by enacting the Agricultural Development Act of 1980; a measure which changed the role of the department from an agency which was primarily regulatory to one focused on advocacy and development. Specific activities of the department during FY81 are discussed in the following reports of its organizational units.

LICENSES, PERMITS, ETC.:

- License:
  - Fairs & Agricultural Exhibitions.

PUBLICATIONS:

- Laws relating to Maine fairs, includes
  - Stipend
  - Licensing of Exhibitions
  - Sales
  - Entry Fees
  - Pulling Events
  - Pari-Mutuel Pools
- Cash Farm Income
- Programs of the Maine Department of Agriculture, Food & Rural Resources
- Maine Apple Varieties
- List of Free Publications of Department
- Maine-ly Agriculture (weekly)—$5 annual subscription.
- Farmer to Consumer—Guide to Farmers' Markets, Roadside Stands and Orchards (seasonal)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $164,432 in FY 81 and are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, is part of the Office of the Commissioner. Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit.

PROGRAM: During FY 79 the division was reorganized into two distinct units, Finance and Personnel. The units absorbed the fiscal, purchasing, and personnel functions of several small commissions and boards as the final step in centralizing major administrative activities. The division is the Administrative unit responsible for maintaining centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The division maintains the official financial records for all department divisions and programs, except for the Seed Potato Board, and is responsible for computing and distributing annually the state stipend for agricultural fairs.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	248,939	248,939				
Retirement	35,478	35,478				
Rents	83	83				
Commodities	20,309	18,684	1,625			
Grants—Subsidies—Pensions	354,367	7,350	347,017			
Equipment	2,063	2,063				
Transfers to Other Funds	219		219			
Other Contractual Service	47,724	41,115	6,609			
TOTAL EXPENDITURES	709,182	353,712	355,470			

MAINE AGRICULTURAL BARGAINING BOARD

STEWART N. SMITH, COMMISSIONER

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 020; *Citation:* 13 M.R.S.A., Sect. 1956
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Agricultural Marketing and Bargaining Act provides for the producers and handlers of agricultural products to negotiate in good faith with regard to the production, sale and marketing of the product involved.

Any agricultural organization which feels it is qualified, may submit an application to the board for consideration to be qualified as a bargaining agent.

ORGANIZATION: The Maine Agricultural Marketing and Bargaining Act was enacted in 1973 by the 106th Legislature. This Act provides for a bargaining board of 5 members, appointed by the Governor: 1 producer, 1 handler and 3 public members.

PROGRAM: Demands for certification and arbitration between agricultural producers and handlers did not arise during the past fiscal year.

LICENSES, PERMITS, ETC.:
Qualifications:
Producers' (Bargaining) Associations

FINANCES, FISCAL YEAR 1981: Unit not funded in FY 81.

(ANIMAL WELFARE) ADVISORY BOARD

CECIL LANCASTER, CHAIRMAN
STANLEY T. BROWNE, Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: January 1, 1974 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1216
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise and consult with the Commissioner of Agriculture on matters pertaining to the humane treatment of animals.

ORGANIZATION: The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years, three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties.

PROGRAM: The Board meets on alternate months to review the progress of the Division of Animal Welfare. The Board also reviews legislation having to do with animals and animal welfare, and may, from time to time, recommend legislation which would benefit the overall care and treatment of animals.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1974 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001A; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 23 *Legislative Count:* 4

PURPOSE: The Division of Animal Welfare was established to enforce the State "Cruelty to Animals" statutes and to cooperate with humane societies and other interested citizens in developing programs for the proper and humane treatment of animals. Its primary responsibilities are to administer these laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in court. Its authority also includes the power to take animals into custody when authorized by court order, taking liens upon animals so taken, to promulgate rules and regulations, to appoint State Humane Agents, and to name an (Animal Welfare) Advisory Board.

In accordance with the reorganization of the Maine Department of Agriculture as mandated by the Agricultural Development Act of 1980, the Division of Animal Welfare, as of July 15, 1980, has assumed responsibility for the dog licensing administration and the licensing and inspection of pet shops and boarding kennels. Included under the dog licensing administration, is the inspection and approval of animal shelters authorized to hold stray and abandoned dogs, plus administering payments for the boarding of these dogs, from the dog licensing fees.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff has been authorized an increase of two positions. One (1) secretarial position and one (1) district humane agent position.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit.

PROGRAM: During FY 81, the Division's staff investigated more than 1,000 complaints of cruelty to animals or other related violations. 25 violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes. In addition, the Division licensed 48 pet shops, 101 boarding kennels and issued Department Approval for 68 animal shelters.

Examples of continued efforts to expand the Division's participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements, plus an informational exhibit prepared and displayed at various public and professional functions.

By act of the 108th Legislature, the Division of Animal Welfare has been charged with the inspection and approval of animal shelters applying for a Drug Enforcement Administration permit to purchase and administer barbiturates for the euthanasia of dogs and cats.

As a result of the Agricultural Development Act of 1980, programs of the Division of Animal Welfare include those functions and programs necessary to properly administer the dog licensing statutes plus the licensing and inspection of pet shops and boarding kennels.

The Division participated in (Animal Welfare) Advisory Board meetings and performed associated secretarial duties.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)

PUBLICATIONS:

Laws Relating to Animal Welfare (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Laws Relating to Dogs (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $340,005 in FY 81 and are, by administrative decision, included with those of Bureau of Public Services.

MAINE DAIRY AND NUTRITION COUNCIL

KATHERINE FOWLER, CHAIRMAN
NORMAN A. WING, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated five years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,247		42,247			
Retirement	7,196		7,196			
Rents	1,500		1,500			
Commodities	14,385		14,385			
Grants—Subsidies—Pensions	8,867		8,867			
Transfers to Other Funds	6,272		6,272			
Other Contractual Service	16,928		16.928			
TOTAL EXPENDITURES	97,395		97,395			

MAINE DAIRY PROMOTIONS BOARD

ROBERT ALLEN, CHAIRMAN
NORMAN A. WING, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

On June 15, 1979, the first regular session of the 109th Legislature approved, subject to dairy farmer referendum, an act setting the rate of assessment to dairy farmers at .8 of 1% of the average Class I Price per cwt rounded to the nearest tenth of one cent, for the promotion of milk and dairy products. Subsequently, the Maine dairy farmers in referendum did approve the act to become effective January 1, 1980.

At the same time they changed the name of the Maine Milk Tax Committee to Maine Dairy Promotions Board.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which they are an affiliated member, once again implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of our advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

Due to the success achieved by a tie-in promotion last year with the Arby Restaurant chain the Maine Dairy Promotion Board was, this year, able to negotiate a joint promotion of milk with the MacDonald's Restaurant chain during the first 2 weeks of June. Sales figures for this promotion will be available from MacDonald's shortly. Their cooperation was excellent and the Board is currently very optimistic as to the outcome of this promotion.

Reports from the Milk Commission indicate that Maine Class I Sales for 1980 increased over the previous year by nearly 1½ million quarts. Maine's current per capita consumption of fluid milk products is 138.3 quarts and is recognized as one of the highest, if not the highest, in the nation.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,783		30,783			
Retirement	5,060		5,060			
Rents	1,500		1,500			
Commodities	14,396		14,396			
Grants—Subsidies—Pensions	40,895		40,895			
Equipment	8,599		8,599			
Transfers to Other Funds	10,047		10,047			
Other Contractual Service	603,604		603,604			
TOTAL EXPENDITURES	714,884		714,884			

(OFFICE OF) INSPECTOR OF DAMS

ROBERT G. GERBER, STATE DAM INSPECTOR

Central Office: Ash Point Road, South Harpswell, Maine *Telephone:* 833-6334
Mail Address: Ash Point Road, South Harpswell, Maine 04079
Established: 1875 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 309; *Citation:* 38 M.R.S.A., Sect. 811

PURPOSE: The Office of Inspector of Dams was established to provide state inspection of dams and reservoirs to protect human life and property.

ORGANIZATION: The Commissioner of Agriculture annually appoints a competent and professional engineer licensed to practice in this State (effective July 1, 1978), who is a citizen of the State as inspector of dams. The inspector of dams shall hold office until his successor is appointed and qualified. Since establishment, the law has been amended to provide for year round inspections instead of restricting to the months of August, September and October.

The engineer receives as full compensation for his service, $75 a day while actually employed in this service, together with his actual traveling expenses to be audited, allowed and paid from the Department of Agriculture. In cases where the dam or reservoir is judged by the inspector of dams to be unsafe or insufficient, the Commissioner of Agriculture collects from the owner of the dam the total expenses incurred by the State for the inspection. In the event that the owner of a dam, which is judged to be unsafe or insufficient, fails to pay the total cost of inspection as required in this section, the Commissioner of Agriculture shall forthwith commence a civil action in the name of the State for the recovery of the cost of the inspection.

PROGRAM: Upon the petition of 10 resident taxpayers of any town or several towns, the selectmen or assessors of any town or the county commissioners of any county, the inspector of dams inspects any dam or reservoir, except dams licensed and inspected by any agency of the United States Government, located in the town or county and erected for the purpose of saving water for manufacturing or other uses. Following personal examination of the dam or reservoir and after hearing the testimony of witnesses summoned for the purpose, the inspector of dams forthwith reports to the Commissioner of Agriculture his findings and his opinion of the safety and sufficiency of the dam or reservoir. In the case of finding a dam to be unsafe or insufficient, the Commissioner of Agriculture notifies all interested parties, including owners with riparian rights, municipalities in which the dams are located and any other persons or organizations that the Commissioner of Agriculture deems necessary. The inspection of dams shall be under the sole jurisdiction of the Department of Agriculture.

The State Dam inspector has inspected 4 dams, and another is scheduled for inspection. The rules and regulations for inspection of dams were adopted on July 23, 1980.

FINANCES, FISCAL YEAR 1981: 38 MRSA, Sec.813, Ch. 684, 1978 provides that expenditures of this unit, shall be borne by the Department of Agriculture. By administrative decision these expenditures are included within those of the State Soil and Water Conservation Commission.

DIVISION OF GRADING SERVICES

CARL M. BROWN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1917 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A. Sect. 3
Average Count-All Positions: 68 *Legislative Count:* 4

PURPOSE: The Division of Grading Services was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; and to inspect eggs at various packing plants.

ORGANIZATION: The Division of Grading Services was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products and is now known as the Division of Grading Services.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Grading Services maintains an office in Caribou where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, two supervisors, and two clerks—plus 35 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

Poultry and Egg Grading. The Division has 16 regular graders on the poultry and egg program plus three spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. The poultry grader does the actual grading on the processing line just prior to packing. It is the grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

Bean and Pea Inspection. The Division uses one person on bean inspection at South Paris and three employees on peas in Caribou during the processing season.

Objective Yield on Potatoes. Nine people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA. At this time there is no definite plan to increase or decrease the present program. This only happens when demanded by the industries.

In addition to the above activities the Division of Grading Services has taken over the responsibility for the enforcement of the Maine Potato Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes (in wholesale or jobbing quantities) to obtain a license. The Division also supplies administrative support for the Agricultural Bargaining Board.

The Division also enforces the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

LICENSES, PERMITS, ETC.:

- License:
  - Users of Blue, White & Red Trademark
  - Providers (of trademark supplies)
  - Potato Handler's
- Registration:
  - Controlled Atmosphere Apple Storage
- Qualification:
  - Producers' (Bargaining) Associations

PUBLICATIONS:

- Laws relating to Maine Apple Grading (free)
- Laws relating to Maine Egg Grading (free)
- Laws relating to Maine Maple Branding (free)
- Laws relating to Maine Potato Branding (free)
- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
- Maple Regulations
- Maple Terms Contained in booklet: Maine Maple Branding
- Maple Standards

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,250,466 in FY 81 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

STATE HARNESS RACING COMMISSION

JOSEPH P. KENNEALLY, CHAIRMAN
THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of three members appointed by the Governor, for terms of three years. No more than two members may be of the same political party and one member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are in a continuing effort, in cooperation with the Department of Animal Industry and the Public Health Laboratory, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed $175,000.00 annually.

LICENSES, PERMITS, ETC.:

License:
- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  - Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	113,877	113,877				
Retirement	18,510	18,510				
Commodities	6,043	5,238	805			
Grants—Subsidies—Pensions	518,647		518,647			
Equipment	4,614		4,614			
Transfers to Other Funds	218		218			
Other Contractual Service	86,540	65,540	22,000			
TOTAL EXPENDITURES	748,449	202,165	546,284			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect 2201
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

LICENSES, PERMITS, ETC:

License:
- Nurseryman
- Strawberry Plant Growers
- Beekeepers

Certificate:
- Phytosanitary

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- List of Licensed Small Fruit Plant Growers—annual (free)
- The Maine Leaf—monthly (free)
- Floral Emblem of Maine (free)
- The Plant Kingdom (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $89,000 in FY 81 and are, by administrative decision, included with those of the Division of Plant Industry.

DIVISION OF MARKET DEVELOPMENT

JOHN B. COLTON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The purpose of the Division of Market Development is to expand and promote the marketing of Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market developments; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests state wide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division of Market Development was established in 1981. It encompasses the former Division of Promotions in addition to new developmental responsibilities set out in the Agricultural Development Act of 1980. The division reports to the Bureau of Agricultural Marketing.

PROGRAM: The market service program is focused on market research and feedback of information to the producer. Market intelligence is gathered through contact with retailers, wholesalers, terminal markets, consumers and others in the distribution channels. Information is sought on the purchasing behavior of commodity buyers and their perceptions of Maine products, consumer attitudes and preferences and the effects of advertising as well as other market factors. Information is made available to growers and producers through a variety of means, including published reports, releases to industry newsletters and meetings with industry representatives.

Direct marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives; printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together; and certifying producers to market under the Institutional Purchases Law which gives preference to Maine food producers in the sale of foodstuffs to certain Maine institutions.

The informational services program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine, and, to a more limited extent New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media, and the division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers. *Maine-ly Agriculture*, the weekly newsletter published by the division, provides subscribers with news features and selected market information. It contains updates on the Department's activities, as well as current programs and activities of allied agencies and associations; lists wholesale market prices for the Boston market; provides weekly price ranges at Maine farmers' markets during their season; and reports Maine livestock prices received at auctions during the week.

The system of activities and transactions involved in the distribution of commodities from producers to consumers is broadly termed the "market structure." The efficiency of the market structure and its ability to deliver a steady, reliable supply of quality goods is of utmost importance in the success and competitiveness of Maine's agricultural industries. In addressing current agricultural marketing problems in Maine, the Division of Market Development is examining the market structure of the State's major agricultural industries. This market structure analysis will include broilers, eggs, livestock, milk, blueberries, apples, potatoes, and vegetables.

A number of activities within the Division of Market Development are directed at the promotion of Maine Agricultural interests. A major campaign initiated in 1980 entitled "Maine Produces" is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create an increased demand for Maine-grown products. This effort has included development of a Maine agricultural logo. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, it is hoped that the logo will become a familiar symbol which will enable buyers to readily identify and purchase Maine products. A "Maine Produces" exhibit is displayed and staffed at the Maine agricultural fairs. This campaign also makes use of special events to increase public awareness of Maine products such as a cooking contest to promote recipes using Maine produce, an event which resulted in publication of a cookbook entitled "Maine Produces—Prize-Winning Recipes from the First State of Maine Cooking Contest." Another promotional tool is the special exhibit which provides an opportunity for various agricultural organizations such as the Florist Association, dry bean growers, sheepbreeders, Christmas tree growers, Potato Commission, Pomological Society, Dairy and Nutritional Council, Poultry Federation, Maple producers, blueberry growers and others to offer information and samples to the public. Promotion of Maine agriculture through annual trade shows and expositions has been a long standing function of the Department. The Division of Market Development coordinates the week-long Maine Agricultural Trades Show and provides exhibits for all major Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The division promotes the export of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the division in matters related to foreign trade.

LICENSES, PERMITS, ETC:

The Division of Market Development certifies eligible Maine producers who wish to market under the terms of the Institutional Purchases Act.

PUBLICATIONS:

Farmer to Consumer Directory, a guide to Maine Farmers' Markets, Roadside Stands and Orchards
Farming in Maine
Maine Agriculture Events
Maine Export Directory
Maine Food Processors and Products Processed Directory
Motion Pictures from Maine
Recipe booklets on Maine applies, baked beans, chicken barbecue, blueberries, potatoes and maple syrup

Above publications are free.

Maine-ly Agriculture (weekly newsletter) $5 annual subscription

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $214,445 in FY 81 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

JOSEPH ARENDT, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Marketing was created by the Agricultural Development Act of 1980 to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and five marketing agencies reporting to it. These are the Division of Market Development, Division of Grading Services, Potato Marketing Committee, Maine Potato Commission, Agricultural Bargaining Board, Dairy & Nutrition Council and Dairy Promotion Board.

PROGRAM: Primary responsibility for implementing most of the programs resides in a particular division, but some programs are interdivision activities, coordinated by the Bureau. Examples of interdivision projects are the logo promotion program, the market service program and the ongoing market structure studies. All of the division and interdivision programs are governed by the policies of the Bureau.

In connection with the above, the Bureau has representatives on many agricultural industry committees and boards. Among these are the Maine Potato Export Board, Inc., and the Maine Marketing Committee. The Bureau also participates in an advisory capacity, in the Maine Dairy & Nutrition Council and the Maine Dairy Promotion Board.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,062,778	200,441	611,585		250,752	
Retirement	182,880	34,062	104,404		44,414	
Computer Services—State	4,774	4,774				
Rents	3,672		3,672			
Commodities	16,128	14,523	771		834	
Grants—Subsidies—Pensions	84,774	540	8,020		76,214	
Equipment	4,021	3,721	300			
Transfers to Other Funds	27,660		18,729		8,931	
Other Contractual Service	179,263	80,971	78,240		20,052	
TOTAL EXPENDITURES	1,565,950	339,032	825,721		401,197	

MAINE MILK COMMISSION

MARIA A. HANLEY, CHAIRMAN
ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952

Average Count—All Positions: 3 *Legislative Count:* 5

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with statute and having top priority, the Commission is continuing an in-depth study of the costs of processing and distributing milk within the State of Maine. Studies will also include cost of handling milk in retail food stores and cost of milk production on Maine farms. This is a cooperative effort with the Department of Agricultural and Resource Economics at the University of Maine at Orono as well as the Maine Milk Dealers' Association, Inc. In conjunction with the cost study, the Commission is continuing to develop a uniform system of accounts for reporting and allocating dealer costs. This will enable the Commission to accumulate and maintain current cost data with minimal time and effort.

The Legislature has clearly defined certain criteria which may be used in future price determinations by the Commission. Minimum prices are to be based on the lowest achievable cost at which milk purchased from Maine producers at Maine minimum prices can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Of fiscal note are the additional funds made available to the Commission through the increase in the hundredweight fee assessment on the milk industry. This has enabled the Commission to defray the added expenses inherent with carrying out the provisions of the amended law. The assessment was increased October 1, 1975 to 3 cents per hundredweight equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in controlled Maine markets.

Commission plans are for maintaining an ongoing analysis of industry costs and returns to enable the Commission to establish minimum resale prices for milk which are just and reasonable while affording an adequate return to producers and dealers.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers

PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Maine Milk Commission Order #80-6. Effective June 1, 1980 (available in Maine Milk Commission Office)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	53,005		53,005			
Retirement	8,417		8,417			
Computer Services—State	16		16			
Commodities	1,077		1,077			
Transfers to Other Funds	7,255		7,255			
Other Contractual Service	78,511		78,511			
TOTAL EXPENDITURES	148,281		148,281			

BOARD OF PESTICIDES CONTROL

STEWART N. SMITH, CHAIRMAN
ROBERT L. DENNY, DIRECTOR

Central Office: Deering Bldg. (AMHI). Augusta *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 22 M.R.S.A., Sect. 1452

Average Count—All Positions: 7.5 *Legislative Count:* 1.5

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; to perform inspection-patrol work to check proper use of toxic chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary. Federal Environmental Protection Agency grants now provide 50% funding for the Certification Coordinator and 85% funding for two pesticides inspectors.

PROGRAM:

Licensing. The Board certifies and licenses applicators and dealers of restricted-use pesticides to assure that those pesticides which are most likely to cause adverse effects to the environment or applicator are handled properly. The Board establishes applicator categories based on type of use and defines competency standards for each to assure adequate knowledge of pesticide use, related dangers and necessary precautions. Competency standards for dealers are designed to assure knowledge of requirements and applicable regulations related to transport, sale and storage of pesticides. In 1980, there were 564 commercial applicators and 142 dealers holding annual licenses and more than 3,500 private applicators holding licenses issued for a three-year period.

Monitoring and Enforcement. Board staff monitors the use and environmental impact of pesticides and investigates pesticide misuse complaints. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

Information and Education. The Board publishes and disseminates information to inform the public of the potential for injury resulting from improper application or handling of pesticides; the methods and precautions designed to prevent this injury; and the availability of alternative control techniques.

Legislative Changes. Pesticide products must be registered annually for distribution in Maine. The 110th Legislature transferred responsibility for pesticide registration from the Commissioner so that all pesticide functions would be handled by the Board. The 1982 renewals for approximately 3,300 products will be processed by the Board's staff.

The 110th Legislature provided additional funding to the Board to enable it to address the growing public concern about long-range health impacts of pesticides. These funds will be used to conduct a limited program to review and analyze existing data reported in the literature, and where appropriate, to institute small scale research efforts in the State. The program will be coordinated with related efforts in the Departments of Human Services, Conservation, and Environmental Protection.

LICENSES, PERMITS, ETC.:

License:
- Commercial Pesticide Applicators
- Pesticide Dealers

Certificate:
- Private Pesticide Applicators

Permit:
- Limited-Use Pesticide
- Critcal Area Pesticide Use

PUBLICATIONS:

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	90,994	25,371	32,605		33,018	
Retirement	14,719	4,302	4,490		5,927	
Computer Services—State	2,441		43		2,398	
Commodities	2,459	230	901		1,328	
Equipment	25,209		8,920		16,289	
Transfers to Other Funds	2,519		1,269		1,250	
Other Contractual Service	64,651	6,277	31,636		26,738	
TOTAL EXPENDITURES	202,992	36,180	79,864		86,948	

DIVISION OF PLANT INDUSTRY

JOSEPH L. HARRINGTON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 20 *Legislative Count:* 4.5

Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Chapter 731 of Public Laws of 1979 repeals the Statutory reference which created this unit. P.L. 731 also requires this division to report to a Bureau Chief rather than directly to the Commissioner. No other impact is expected.

PROGRAM: The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. Sixty thousand acres of potatoes were inspected in the field, and about 2,000,000 cwts of seed potatoes were inspected prior to shipment in FY 81.

Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery and greenhouse inspections are their major responsibilities, with the Apple Tree Pool filling a period in late winter and early spring.

Bee inspection and licensing of bee keepers were handled by a part time bee inspector, but the money available is not sufficient to do a complete job.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

In 1980 this division continued a program for Certification of Field Seeds that had been discontinued in 1961. Certification of Oats is the primary effort of this program along with a small buckwheat acreage. Sixty acres of Aroostook Winter Rye, a new winter resistant variety adapted to Maine, was entered for certification in 1980.

LICENSES, PERMITS, ETC.:

- License:
  - Nurseryman
  - Strawberry Plant Growers
  - Beekeepers
- Certificate:
  - Phytosanitary
  - Certified Seed
- Permit:
  - Maine (intra- and interstate) Plants

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- List of Licensed Small Fruit Plant Growers—annual (free)
- The Maine Leaf—monthly (free)
- Floral Emblem of Maine (free)
- The Plant Kingdom (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $643,610 in FY 81 and are, by administrative decision, included with those of Bureau of Agricultural Production.

SEED POTATO BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE
JOSEPH L. HARRINGTON, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151

Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes; and operation of a 20 acre variety and seedling test plot for new varieties at Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: FY 81 was devoted to improving seed quality and sanitation procedures using the recently constructed Office and Control Station. A farmer's house was constructed with a grant from the Maine Potato Commission at the proposed farm entrance gate on the newly-acquired Sal-Mor property. Being able to house a foreman on the farm provides better security for the buildings on the Sal-Mor property, and the eventual closing of the farm road to non-farm traffic will give better security to the Porter Farm.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,090					38,090
Retirement	6,662					6,662
Rents	7,542					7,542
Commodities	51,197					51,197
Grants—Subsidies—Pensions	4,340					4,340
Transfers to Other Funds	7,868					7,868
Other Contractual Service	72,267					72,267
TOTAL EXPENDITURES	187,966					187,966

MAINE POTATO COMMISSION

STEVEN G. ULMAN, CHAIRMAN
EDWIN S. PLISSEY, Executive Director

Central Office: Caribou Rd., Presque Isle *Telephone:* 769-5061
Mail Address: P.O. Box 71, Presque Isle, Maine 04769
or Statehouse Sta. #28, Augusta, Maine 04333

Established: August 20, 1955 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 025; *Citation:* 36 M.R.S.A., Sect. 4563

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research, better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice- chairman from its members, and appoints an Executive Director to administer policies established by the Commission.

PROGRAM: During fiscal year 1980-81 the Maine Potato Commission altered its program direction in advertising and promotion significantly with the adoption of a new logo and merchandising theme, a new advertising agency contracting with the Commission and a new merchandising approach in the marketplace. The Commission has determined that the impact of inflation and accelerated costs has made it practically impossible to continue consumer type advertising and promotion through media avenues in our major market cities. The advertising program has been redirected towards the first line buyer and merchandiser of produce at retail and in the institutional and fast food buying market. Media purchases during the past year were directed at produce newspapers to impact upon the produce buyer, the produce merchandiser and the produce executive. Considerable effort was made to introduce the new line of Maine premium-pack Russets, featuring the Belrus variety Russet, into the institutional and retail marketplace.

Promotional trade shows attended during the just-completed fiscal year included the Eastern States Exposition at West Springfield, Mass.; the National Potato Council annual meeting in McAllen, Texas; the Pennsylvania Farm Show at Harrisburg, Pa.; the Maine Agricultural Trades Show at Augusta, Maine; the United Fresh Fruit and Vegetable Association Fresh Fiesta at San Antonio, Texas; the Maine Hotel and Restaurant Show in Portland, Maine; and the New England Hotel and Restaurant Show in Boston, Mass. In addition, a strong new promotional effort has been made in the area of export promotion of Maine potatoes and potato products. International trade shows were participated in in Philadelphia, Pa. in September; a West European buying mission show in New York City in March; a one-week long trade promotion meeting to Venezuela in late March; and a one-week long trade mission to Jamaica in May.

Advertising. The advertising program for the Maine Potato Commission during 1980-81 was conducted with Jackson Corporation of Portland, Maine. New point-of-purchase posters and retail kits, featuring the theme "A Little Bit of Maine in Every Bite" were prepared for the retail potato trade and 11,600 were distributed during the marketing period; 250,000 recipe leaflets were prepared to tie into the point-of-purchase theme and were entirely distributed throughout the market area. Advertising campaigns were directed through the produce journals, The Packer and The Produce News, with supplemental ads purchased in weekly and daily newspapers to tie into trade shows and in-market promotions. A new Hotline newsletter format was developed during the fiscal year and the mailing list to produce buying executives has now grown to 685 serving the Eastern seaboard market area. Specialty promotions were conducted during the year with the Arby's restaurant chain in Maine, who featured the new Maine Belrus baked potato on their menu; the Horsefeathers restaurant chain in Maine and New Hampshire and the Eastern Produce Council headquartered in New York City.

Market Education Programs. The Commission's program in market education for potato dealers, salesmen, growers and shippers has strengthened considerably during the past year. In July the Commission sponsored a one-day Potato Merchandising and Marketing program for all members of the industry; in August a one-week long telephone sales training seminar for potato sales personnel was conducted jointly by the Commission and the United Fresh Fruit and Vegetable Association with 14 students registered. A very successful anti-bruise educational program was conducted jointly with the Cooperative Extension Service and a one-week long series of potato storage educational meetings, featuring Dr. Harold Cloud of the University of Minnesota staff, in St. Paul, were conducted in December, sponsored jointly by the Maine Potato Commission and the Cooperative Extension Service. A two-day Chip Potato Seminar was conducted for chip potato growers and interested persons in Bangor during March.

Research Programs. During fiscal year 1980-81 an increase in Maine potato industry tax funds was expended in the area of support of research programs. $96,000 was appropriated and directed at the Maine Agricultural Experiment Station for numerous projects built around potato program improvement. The projects included potato breeding, disease and insect control, a specialty program in Rhizoctonia control, new non-pesticide techniques for control of Colorado Potato Beetle, potato storage and potato marketing research. Funds from the Maine potato tax were also made available to the Maine Potato Sales Association, the Maine Potato Blossom Festival and to the Maine Potato Council, which receives 20% of potato industry tax funds. A final contribution was also made during the year to the Maine State Seed Potato Board, which concluded funding necessary to finish the farm manager's housing facility on the Sal-Mor property at Masardis.

Others. Executive time and Commission leadership time was devoted to numerous activities of the Maine potato industry during the fiscal year. These included support and administration of the Maine Russet Marketing Order program; the conclusion of the Loring Readjustment program sub-committee on Agriculture project; the Long Range Planning Committee program recently initiated by potato industry leadership; the Maine Potato Export Board project where the Commission provides housing and office support for the Export Consultant; the Northern Maine Agricultural Trade Show initiated with the Commission and the Fort Fairfield Chamber of Commerce; and the Canadian-American imports problem study committee.

In addition, the Maine Potato Commission has maintained membership and cooperated with the National Potato Promotion Board; the United Fresh Fruit and Vegetable Assn.; the Potato Chip/Snack Food Association; the Produce Marketing Association; the National Potato Council; the Maine Plant Food Educational Society; and the Northeastern Branch of the American Society of Agronomists.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,286		50,286			
Retirement	8,591		8,591			
Rents	3,463		3,463			
Commodities	2,571		2,571			
Grants—Subsidies—Pensions	239,754		239,754			
Equipment	1,582		1,582			
Transfers to Other Funds	24,733		24,733			
Other Contractual Service	155,845		155,845			
TOTAL EXPENDITURES	486,825		486,825			

MAINE POTATO MARKETING COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1953 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Maine Potato Marketing Committee was authorized in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the Committee there must be an alternate who shall have the same qualifications as the member. Persons selected as Committee members or alternates to represent producers shall be individuals who are producers in the respective district from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers of employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

FINANCES, FISCAL YEAR 1981: This unit did not receive or expend funds in FY 81.

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DIVISION OF POULTRY AND LIVESTOCK

JOHN A. SMILEY, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 13 *Legislative Count:* 10

PURPOSE: Principal functions of the Division of Poultry and Livestock Production are to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to suppress practices in those transactions which tend to minimize the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock Production in the Bureau of Agricultural Productions. The new Bureau is responsible for functions directly related to the development and maintenance of the State's food and fiber production capabilities and with the responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

PROGRAM: The program of the Division is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All cattle imported from Canada will be tested for Brucellosis at the port of entry. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine and saliva from the several racetracks in the State.

Maine Production and Pullet Test. Section 79 of H.P. 1936—L.D. 1988, An Act Relating to Periodic Justification of Departments and Agencies of State Government under the Maine Sunset Law repeals Resolve 1929, c.153, Resolve 1929, c. 153 appropriated funds for the Maine Production and Pullet Test.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

Livestock Promotion. The Division will provide technical and professional direction to promote animal husbandry in the State. A Sheep Development Specialist has been provided to coordinate the sheep industry and implement the Sheep Development Plan.

LICENSES, PERMITS, ETC.:

License:
  Swine Garbage Feeders

BEST AVAILABLE COP

Livestock & Poultry Dealers
Permit:
Transportation
Certificate:
Health

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $378,194 in FY 81 and are, by administrative decision, included with those of Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; and to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer these programs, the Bureau is organized into two divisions: the Division of Poultry and Livestock, and the Division of Plant Industry. The Division of Poultry and Livestock has primary responsibility for the prevention of contagious diseases among domestic animals, for promotion and development of livestock production, and for supervision of the Federal-State disease control laboratory. The Division of Plant Industry has three major activities; certification of seed potatoes, general horticulture, and crop development and promotion.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	599,610	281,553	282,993		35,064	
Retirement	102,475	47,234	48,990		6,251	
Computer Services—State	39	14	25			
Rents	7,950		7,950			
Commodities	47,044	20,971	25,489		584	
Grants—Subsidies—Pensions	27,817	7,219	10,598			
Equipment	33,280	22,143	10,936		201	
Transfers to Other Funds	14,302		13,342		960	
Other Contractual Service	217,253	67,790	149,383		80	
TOTAL EXPENDITURES	1,049,770	446,924	559,706		43,140	

BUREAU OF PUBLIC SERVICES

DANIEL HARLAN, ACTING DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required By:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Bureau of Public Services was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities.

ORGANIZATION: The Bureau includes the Division of Regulations (formerly Inspections), the (Office of) Sealer of Weights & Measures, the Division of Animal Welfare, the Animal Welfare Advisory Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: The Division of Regulations includes a variety of inspection services designed to provide consumer protection in the marketplace. It inspects retail food stores, milk plants, dairy farms, farm water supplies, milk products, and agricultural products to assure they are fairly identified with respect to labeling and grade. The Division also is responsible for registering feeds, fertilizers, and agricultural seeds, assuring accuracy in labeling and for administering the Returnable Container Law. Sunset Committee legislation added three Consumer Food Inspector positions in FY 81 to compensate for a decrease in Branding Law activities. Within this Division is the Weights & Measures program which assures uniformity in commercial transactions where measurement is used to determine quantity. Operating expenses of this program were previously funded by fees; Sunset Committee legislation changed this to a General Fund program for FY 81, with fees collected going directly to the General Fund.

The Division of Animal Welfare enforces the state laws relating to humane treatment of agricultural livestock and domesticated and wild animals. The program is serviced by humane agents statewide who respond to complaints concerning inhumane treatment of animals.

The Maine Milk Commission establishes minimum producer, wholesale, and retail prices for milk; it is funded entirely by producer and dealer fees.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	670,096	474,370	193,884		1,842	
Retirement	115,246	81,736	33,333		177	
Computer Services—State	795	795				
Rents	25	25				
Commodities	18,566	5,932	12,634			
Grants—Subsidies—Pensions	988	158	830			
Equipment	8,470	7,392	1,078			
Transfers to Other Funds	12,884		12,741		143	
Other Contractual Service	530,885	286,269	244,612		4	
TOTAL EXPENDITURES	1,357,955	856,677	499,112		2,166	

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 41 *Legislative Count:* 30

Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and pesticides, ensuring registration of economic poisons; and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the implementation of, and continuing surveilance of, the "Returnable Bottle Law" and its labeling and redemption center regulations. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division also answers all consumer complaints on the same items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food & Drug Administration on recalls of products, and constructively inspects to benefit the industry, the consumer and the Federal government.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

PROGRAM:

Pesticide Program. This program involves the registration of pesticide products for distribution in the state. Close cooperation with the Federal Act (FIFRA) is maintained. In addition to registration of products the Pesticide Control Act of 1975 allows for the issuance of additional uses of products for specific problems which may arise and also an opportunity for review of experimental programs being done within the state. The Sunset legislation amends this control act to allow for increased registration fee from $10.00 to $50.00 per product with portions of collected fees to be used by the Pesticide Control Board.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state. The Sunset legislation provides for registration fees collected under this program to be removed from dedicated funding.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis. Sunset legislation amends the Maine Seed Law to require retail dealers license and a seed labelers license.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. A registration and sampling program is maintained. The Sunset legislation amended the Maine Commercial Fertilizer Law by increasing the registration fee and tonnage tax and removal of monies collected from dedicated funding.

Inspections: Sardines, Blueberries and Bottle Bill. In recent years the general foods inspection program has increased due to the fact that the Division is better organized, enabling inspectors to find stores that had not been inspected before or have not seen an inspection for several years. The food inspection program also is responsible for the "Bottle Bill" enforcement. The general foods inspection program is in the midst of several changes. This past year the Legislature changed the Branding Law inspection from the Division of Markets to the Division of Inspections and reduced the law to do inspection in the retail stores. The staff was also reduced to 3 Branding Law Inspectors which will work with 3 Food Inspectors. The State has been divided into 6 areas in which 1 inspector is responsible for his assigned areas, after they have completed a training program.

The Legislature also passed laws that will require all food handling establishments to be licensed. This licensing began January 1, 1981.

The Sardine Inspection Program insures continual inspection of plants during canning operations and sampling of finished product to grade in compliance with grading standards as established by the industry.

The Blueberry Inspection Program is seasonal only. Inspectors are responsible for in-plant sanitation and blueberry magot control.

The milk inspection program is being carried on at substantially the same level as in the past with most dairies being included on the Inter-State Milk Shippers list in order to sell their surplus milk.

The legislature has authorized an increase of license fees for producer dealers and milk plants. Fees for producer dealers shall range from $10.00 to $25.00 and milk plant license fees shall range from $25.00 to $50.00. The fee charged is based on the annual volume of milk sold.

Sunset legislation has eliminated the licensing of retail frozen dessert establishments, giving the responsibility for these to the Department of Human Services.

LICENSES, PERMITS, ETC.:

- License:
  - Seed
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Milk Dealers
  - Babcock Testers
  - Food Establishment
  - Beverage Plants
  - Wholesale Frozen Dairy Products
  - Wholesale
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Pesticide Products
  - Fertilizer Products
  - Feed Products
- Certificate:
  - Certificate of Competency
- Permit:
  - Blueberry Processors and Packers

PUBLICATIONS:

Laws:
- Pesticide Control Act
- Feed
- Food
- Seed
- Hazardous Substances Labeling
- Milk and Frozen Dairy Products
- Commercial Fertilizer
- Beverage Containers (all free)
- Mimeographed rules and regulations pertaining to many of the above laws (all free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,012,261 in FY 81 and are, by administrative decision, included with those of Bureau of Public Services.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required By:* June 30, 1990

Reference Policy Area: 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Division of Resource Development was established as a result of the Agricultural Development Act to define and structure programs addressing the Department's new role in rural and resource development.

Its purpose reflects the belief, first established by the Commission on Maine's Future and later adopted by Governor Brennan, that Maine's wealth and the basis for its economic development is its natural resources. The Maine Food & Farmland Study Commission spent almost two years in study and hearings throughout the State and the objectives of the Division are directly traceable to their findings. The Commission discovered alarming trends affecting both the agricultural economy and the quality of rural life.

These trends are interrelated with national trends and include abandonment of farming, loss of farmland to competing uses, fiscal constraints to entrance and expansion of farming, high cost of energy, erosion of prime soil, and expensive and geographically vulnerable transportation. A broad cross section of the agricultural community, including traditional commodity farmers, small and part-time farmers, organic farmers, legislators, as well as the Governor join the Commission in a commitment to encourage farming and rural development as a strategy for achieving an adequate food supply and a healthy rural economy.

While the Department's other Bureaus (Production and Marketing) focus primarily on relatively large commercial agriculture, this Division gives special emphasis to the increasing needs of small and part-time producers. Areas of concern include involvement in small farm organizations, small farm marketing, cooperative formation, agricultural education, energy issues, and farmland preservation.

The Division is charged with developing programs and services to meet the following objectives: to cooperate with the Soil & Water Conservation Commission in establishing and implementing measures which conserve soil fertility and retard soil loss; to identify effective methods of farmland preservation and provide implementation assistance; to identify and support those measures which contribute to the success of small and part-time farmers; to facilitate effective utilization of natural resources, such as peat and waste products for agricultural uses as fertilizers or soil conditioners; to encourage entrance into farming by young people through identifying constraints and establishing measures to overcome them; to encourage the conservation and development of both conventional and alternative energy sources in agriculture by providing technical assistance, exchange of information, and funding assistance; to increase participation of the banking community in both expansion and entrance into farming by identifying and resolving constraints to farm financing; and to expand education and public awareness of agriculture, food production systems, and rural society; prepare young people to enter farming; and improve skills of practicing farmers by instituting agricultural education—K through 12—increasing secondary and post-secondary vocational education; and encouraging adult education in agriculture and rural life.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to the regular Departmental staff two University Year In Action students and one VISTA volunteer from the Center for Human Ecology Studies and one VISTA volunteer from the New England Small Farmer Project work with the Division on various projects.

PROGRAM:

Energy Use in Agriculture. A task force was convened to examine the condition of energy, agriculture, and conservation and to establish policies and programs leading to the most efficient use of energy in both production and processing. A study was completed and most of the recommendations are included in the State comprehensive energy plan.

The findings of the task force are now being implemented and a permanent steering committee has been formed to continue this work. Division projects now in progress include a farm audit, equipment and project demonstration catalogs, slide shows, and farm tours.

Farm Apprenticeship Program. An apprenticeship program was established including college presentations, workshops, and a study to assess the interest among farmers and prospective apprentices. Initially five apprentices were placed on dairy farms and diversified operations. A VISTA volunteer is coordinating the program.

Farm Financing. A program has been initiated to increase the involvement of the private sector in agricultural development and to generate financial support for entrance farmers. An initial study is in progress.

Farmland Use. A study has been initiated to determine the extent and location of loss of farmland in Maine, identify underlying causes, and recommend actions leading to solutions. The Division is also participating with a Time & Tide planning team in organizing a major farmers' conference on farmland with the purpose of encouraging awareness of the importance of farmland to food production and the need to conserve farmland.

Education. The Division is preparing monthly educational presentations for the Department on various educational subjects such as energy use in agriculture, farmland preservation, and integrated pest management.

Small Farmers. The Division provided initial organizational and planning assistance to the Maine Small Farm Association in organizing their association and continues to work with this group in identifying and meeting the needs of small and part-time farmers.

Funding Development. Various Division activities include a study of funding options to assist other organizations in finding funding for projects that meet Division objectives and participation in the Foundation for Permanent Agriculture on such projects as the Small Farm Journal (an 18 month T.V. series for small and part-time farmers).

Lincolnville School Project. The Division director chaired the Advisory Committee of this project which was initiated by community residents and had the support of numerous groups particularly the Departments of Education and Agriculture. Project objectives include the development of an agricultural curriculum K-8 to improve basic learning skills in reading, writing and arithmetic and the education of students to expand public awareness regarding the economic and cultural importance of agriculture.

PUBLICATIONS:

"Report of Energy Use in Agriculture Task Force"

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $25,209 in FY 81 and are, by administrative decision, included with those of Bureau of Agriculture and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural and Rural Resources reflects a new thrust of the Department as defined in the Agricultural Development Act of 1980. Its purpose is to enhance Maine's agriculture and quality of rural life through programs to increase utilization of agricultural resources, resource conservation, farmland preservation, survival and prosperity of the family farm, entrance to farming, and agricultural education. The Bureau staff address these concerns through membership and participation in several inter-agency committees including the Governor's Rural Development Committee, the Land and Water Resources Council and the USDA Rural Development Committee. The Bureau also supports and facilitates the organization of farm interests groups, and provides these groups with services needed to more effectively function.

The Bureau includes the new Division of Resource Development, the Soil and Water Conservation Commission, the Pesticides Control Board and the Harness Racing Commission. A representative of the USDA Agricultural Cooperative Service is allied with this Bureau.

Most functions and projects of the Bureau are the responsibility of a particular division, though some are Bureau-level responsibilities.

The Bureau is responsible for coordinating the Department's functions in administering the Agricultural Fairs Stipend Fund. The 110th Legislature temporarily transferred from the Soil and Water Conservation Commission to the Commissioner, the administration of the Neglected, Abandoned and Inspection of Dams Acts. The Bureau is taking this responsibility as well as chairing a committee to recommend ultimate disposition of these acts.

ORGANIZATION: The Bureau has four divisions, three of which provide staff for appointed Boards and Commissions. The specific functions and programs of each are described separately in this report.

PROGRAM: The activities of the Bureau are for the most part described under its Divisions.

The following three projects were undertaken by the Bureau Director, either because the Divisions were not yet staffed or as in the case of the Stipend Fund it is a responsibility of the Bureau Director and not any of its divisions.

1. The establishment of a Task Force and the preparation of a report on the *Agricultural Value of Peat*. The consideration of this resource as an economic asset to the State's agricultural industry has been included in the formulation of the State's Energy Policy. The report is to be published in July.

2. Initiation of a Water Management Demonstration project in Aroostook. This project will implement the recommendations of a study of the Army Corps of Engineers in which they indicate that irrigation—when coupled with conservation offers promise of significant increase in yield and quality of potatoes.

3. Staffing the Steering Committee for and managing a study on the relationship between Fairs and Harness Racing in order to provide some information to the Commissioner in his duties of setting dates for Agricultural fairs.

PUBLICATIONS:
Report of the PEAT Task Force

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	44,929	37,521			7,408	
Retirement	8,120	6,716			1,404	
Commodities	2,801	2,514			287	
Grants—Subsidies—Pensions	25,800				25,800	
Equipment	5,916	3,960			1,956	
Transfers to Other Funds	274				274	
Other Contractual Service	15,373	14,649			724	
TOTAL EXPENDITURES	103,213	65,360			37,853	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STEWART N. SMITH, STATE SEALER
GAYLON M. KENNEDY, Deputy State Sealer

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Section 2401
Average Count—All Positions: 11 *Legislative Count:* 11

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws.

ORGANIZATION: The Commissioner of Agriculture is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Regulations, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulations.

PROGRAM: The Division of Regulations' section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check packages put up prior to sale for correct labeling and correct net weight and measure.

The State standards of weights and measures were certified again this past year by the National Bureau of Standards through its Laboratory Auditing Program. Since the National Bureau of Standards will no longer periodically certify the primary State standards, participation in this program permits controls to be maintained not only on the standards, but on the calibration equipment used and on the performance of the metrologist so statutory requirements can be met.

Two activities were added in 1978 by the 107th Legislature: the establishment of uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding. Deleted from the responsibilities of the section on Weights and Measures during that year was the Marine Worm inspection program.

Activity is increasing at an accelerated pace at retail motor fuel outlets, (gas stations) due to the conversion from gallons to liters. Not only accuracy has to be verified but, signs and price postings must be checked.

A study initiated by the 109th Legislature concerning firewood measure was conducted to determine the number of cubic feet contained in a cord of loose, fitted firewood commonly referred to as a thrown cord. The 110th Legislature passed legislation based on this study.

LICENSES, PERMITS, ETC.:

Weighmasters
Weighing Device Dealers and Repairmen

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $233,000 in FY 81 and are, by administrative decision, included with those of the Division of Inspections.

STATE SOIL AND WATER CONSERVATION COMMISSION

ALEXANDER HARDIE, JR., CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
Average Count—All Positions: 4 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs, to coordinate the inspection of dams with the U.S. Army Corps of Engineers; establish a registry of dams statewide and establish water levels on lakes and ponds.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: The accomplishments of the State Soil and Water Conservation Commission are apparent in the conservation practices applied to the land of the more than 12,300 private landowners signed up as cooperators with Maine's sixteen Soil and Water Conservation Districts. During FY 81, 7,177 + landowners were assisted in efforts to control erosion and other soil and water problems. New conservation plans were drawn up for 72,243 acres of land and conservation plans were brought up to date.

The Commission and Districts reviewed and evaluated over 519 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, the State Planning Office and the Department of Inland Fisheries & Wildlife during the past year. The recommendations from the Commission often become conditions of approval in the permits granted through these applications. Commission review involves the following considerations:

1. Suitability of soils
2. Erosion and sediment control
3. Relation to floodplains
4. Stormwater management and drainage
5. Protection of prime agricultural lands where appropriate.

The Commission employed 23 workstudy students to assist districts with its heavy summer work load. The Commission held five hearings for the establishment of water levels and has six scheduled for hearing in the near future. The Commission registered 402 dams in 1981 and played a cooperative role in the Corps of Engineers dam inspection and Inventory Program. All district long range plans were updated and published and work is well along on the statewide Long Range Plan.

LICENSES, PERMITS, ETC.:

Registration:
Dams

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Soil Surveys—The Municipal Officer's Good Right Hand
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Conservation Needs Inventory—Maine

All above publications are free.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,844	54,769			14,075	
Retirement	11,853	9,336			2,517	
Computer Services—State	151	11	33		107	
Commodities	1,172	989	156		27	
Grants—Subsidies—Pensions	45,000	45,000				
Transfers to Other Funds	2,803		676		2,127	
Other Contractual Service	40,897	21,160	9,233		10,504	
TOTAL EXPENDITURES	170,720	131,265	10,098		29,357	

STATE BOARD OF VETERINARY MEDICINE

DONALD COLLINS, DVM, PRESIDENT
BARRY P. FOSSETT, DVM, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 023; *Citation:* 32 M.R.S.A., Sect. 4854.

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to issue certificates of yearly registration to animal health technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Animal Industry has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met six times between July 1, 1980 and June 30, 1981. A yearly licensing exam is given by the Board to any qualified graduate veterinarian each June. The examination consists of a one-day National written section and a one-day State oral section. Thirty-one applicants sat for the examination; twenty-one passed and ten failed. The secretary also responded to many governmental forms and questionnaires. The 1977 Revised Practice Act was updated this year. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Health Technicians.

LICENSES, PERMITS, ETC.:

- Registration:
    - Animal Medical Technicians
- License:
    - Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,909		4,909			
Retirement	27		27			
Commodities	159		159			
Transfers to Other Funds	853		853			
Other Contractual Service	4,044		4,044			
TOTAL EXPENDITURES	9,992		9,992			

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
EDITH HARY, Secretary

Central Office: 10 Brann Ave., Lewiston *Telephone:* 784-7685
Mail Address: 10 Brann Avenue, Lewiston, Maine 04240
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96
Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 persons especially interested in the history of the State appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on other matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administration decision, included with those of the Maine State Archives.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
Mail Address: 72 Winthrop St., Augusta, Maine 04330
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 136; *Citation:* 36 M.R.S.A., Sect. 486
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board considered 30 taxpayer appeals during FY 81.

PUBLICATIONS:

State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,500	4,500				
Other Contractual Service	1,886	1,886				
TOTAL EXPENDITURES	6,386	6,386				

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: (202) 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Maine Location: Baker Bldg., 98 Winthrop Street, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine, shell, and anadromous—through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

The program of federal matching Research and Development Funds (P.L. 88-309) was initiated by the Commission and now coordinates efforts to increase state funding. Maine now receives more than $200,000 annually with the possibility of increased federal appropriations.

The theme of the annual meeting was the implementation of interstate fisheries management in the territorial sea and the preparation of draft statutory legislation to support the state/federal fisheries management programs. To coordinate these programs contract funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster and shrimp programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1981 season including mesh size regulations. The open season allowed for the taking of this species for a brief period from January 1 through May 15, after the Section conducted public hearings and meetings to assess the program and appraise the status of the stocks.

Resolutions at the annual meeting supported increased funding for the Commercial Fisheries Research and Development Act and coordination of Coastal Zone Management Planning for fishing port development; recreational fishing boat reallocation of funds; disapproved the administrations stated intent to supplant Saltonstall/Kennedy funds with funds included in the NMFS base funding budget.

The Executive Director serves a major role in the East Coast Management Fisheries Council that deals with the 200-mile U.S. Fisheries Jurisdiction Law.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Grants—Subsidies—Pensions	9,600	9,600				
Other Contractual Service	599	599				
TOTAL EXPENDITURES	10,199	10,199				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL
PETER F. SCHWINDT, Deputy Attorney General
JAMES W. BRANNIGAN, JR., Deputy Attorney General
RUFUS E. BROWN, Deputy Attorney General

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 58* *Legislative Count:* 62

Organizational Units:
- Administration
- District Attorneys
- Office of Chief Medical Examiner for the State of Maine

Sections:
- Criminal
- General Government
- Opinions/Counsel
- Human Services
- Litigation
- Consumer & Anti-Trust
- Natural Resources

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's chief law officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

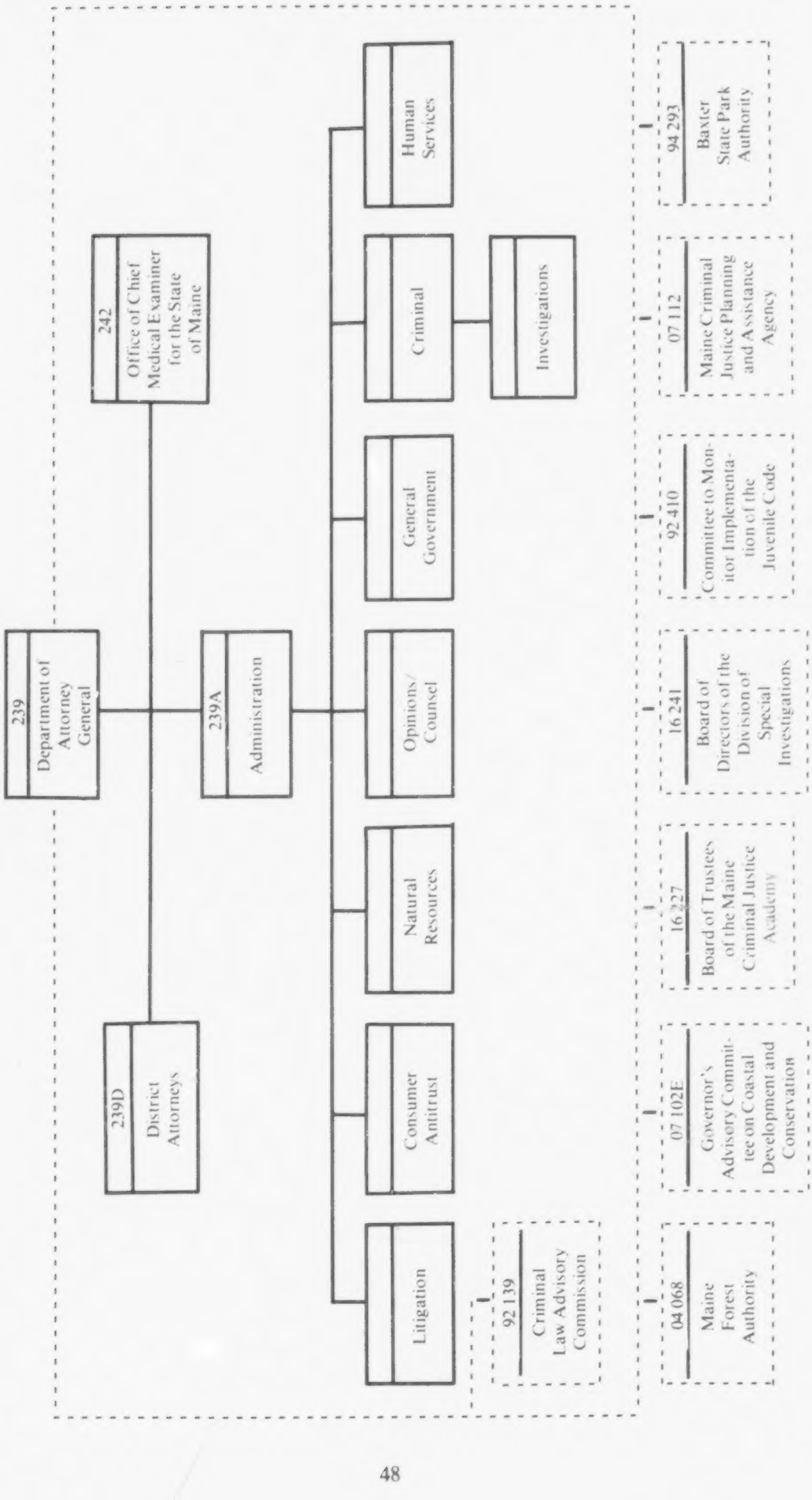
The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of any State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purpose discussed above, the Attorney General has a wide range of duties which the office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trustee funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its chief executive.

DEPARTMENT OF ATTORNEY GENERAL
UMB 26


239
Department of Attorney General
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Office of Chief Medical Examiner for the State of Maine
239D
District Attorneys
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Administration
Litigation
Consumer Antitrust
Natural Resources
Opinions/ Counsel
General Government
Criminal
Investigations
Human Services
92 139
Criminal Law Advisory Commission
04 068
Maine Forest Authority
07 102E
Governor's Advisory Committee on Coastal Development and Conservation
16 227
Board of Trustees of the Maine Criminal Justice Academy
16 241
Board of Directors of the Division of Special Investigations
92 410
Committee to Monitor Implementation of the Juvenile Code
07 112
Maine Criminal Justice Planning and Assistance Agency
94 293
Baxter State Park Authority

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,528,075	2,089,092	125,396		313,587	
Retirement	283,591	243,235	7,338		33,018	
Computer Services—State	213	213				
Rents	18,852	8,298			10,554	
Commodities	42,436	36,946	1,203		4,287	
Buildings and Improvement	2,783	2,783				
Equipment	32,544	27,260	1,418		3,866	
Transfers to Other Funds	18,392		5,072		13,320	
Other Contractual Service	497,608	412,663	9,277		75,668	
TOTAL EXPENDITURES	3,424,494	2,820,490	149,704		454,300	

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. The position of Managing Attorney was created. The Managing Attorney reports directly to the Attorney General and assists him in carrying out his responsibilities. Reporting to the Managing Attorney and the Attorney General are 7 operating units containing anywhere from 6 to 13 Assistant Attorneys General each. Each division is presided over either by an experienced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other sections oversee aspects of the Department's civil responsibilities. The civil units are Litigation, Opinions/Counsel, Natural Resources, Consumer and Antitrust, Human Services and General Government.

Supporting the legal professional staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators and secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department. A supervisor of secretarial support, a position created in the spring of 1981, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1980-1981.

Criminal. The Criminal Division is comprised of thirteen lawyers and is principally concerned with the enforcement of the provisions of the recently enacted Maine Criminal Code. While the Criminal Division has concurrent prosecutorial jurisdiction with eight popularly elected District Attorneys, it is exclusively responsible for the prosecution of all homicides in the State. In addition, the Division is actively engaged in the prosecution of certain drug-related offenses and handles a substantial load of appeals to the Supreme Judicial Court of Maine not only of its own cases, but also, on request, of those of the District Attorneys. Finally, the Division provides other substantial services to the law enforcement community, supplying counsel to the Maine Criminal Law Revision Commission and the Judiciary Committee of the Legislature; advising the State Bureau of Public Safety; teaching prospective law enforcement officers at the Maine Criminal Justice Academy; and producing a number of publications to keep the law enforcement community abreast of current developments in the law.

The work of the criminal division continues to grow at a steady pace. Working with the State Police and various local police departments the division investigated 36 homicides during the fiscal year and continued the investigation of 40 homicides left over from the prior year. During the year 28 homicide cases were tried to a conclusion of which 24 cases resulted in convictions.

The Criminal Division conducted investigations and prosecutions in 410 cases in addition to homicides during fiscal year 1980-81. These cases involved a number of offenses, both felonies and misdemeanors.

The Criminal Division also handled 56 extraditions during the year of which 22 were incoming and 34 outgoing. Also, investigations and processing of 33 complaints against state, county and municipal police were handled during the year.

The Criminal Division handled a total of 54 cases on appeal to the Maine Supreme Court. The cases initiated during the year were 33 and the state appealed 5 cases.

Post conviction habeas corpus petitions rose at an alarming rate. During fiscal year 1980-81 67 cases were initiated; this contrasts with 29 cases initiated during the prior year.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety as well as representing other divisions, bureaus, and boards within the Attorney General's Department and other state law enforcement agencies in various courts. Among actions brought in state courts were petitions for forfeiture of over 300 conveyances and other types of equipment used in violation of Maine's drug laws. A member of the Division was assigned to the Diversion Investigation Unit, a Drug Enforcement Administration effort that combats the diversion of prescription drugs by practitioners into illegal markets. This unit was instrumental in the voluntary surrender by 8 doctors of their DEA registration to prescribe drugs. In addition, members of the Criminal Division handled approximately 341 liquor law violations with the total fines recovered in this area surpassing $49,800.

During fiscal year 1980-81, the White Collar Crime Unit of the Criminal Division worked extensively with the Enforcement Division of the Bureau of Taxation in investigating and prosecuting businesses and individuals who were in violation of the State tax laws. As a part of this joint effort, the Criminal Division provided legal advice to the Bureau of Taxation on a day-to-day basis. During the first six months of 1981 there were 5 indictments charging 17 counts of Failure to File Maine Individual Income Tax Forms. $2,100 was paid out in fines, while taxes, penalties and interest paid was $9,340.15. There were two cases charging 20 counts of unemployment fraud with a court-ordered restitution of $2,970.00. Individual civil income tax recoveries exceeded $3,312.00 and welfare fraud recoveries amounted to $3,228. The Unit has 15 tax cases under investigation, 4 awaiting grand jury and 5 pending indictments.

As a result of prosecutions and attendant publicity, the Bureau of Taxation has recovered approximately $200,000.00 more in individual income taxes paid on late filed returns this year, than in the same period in 1980.

The Division also worked with the Department of Human Services in investigating cases of fraud and abuse of AFDC, Medicaid, and Medicare funds. The Medicaid Fraud Control Unit, a subdivision of the Criminal Division, has developed substantial investigations and prosecutions throughout the State. The M.F.C.U. statistics for the fiscal year include: complaints received, 68; full-scale criminal investigations completed, 5; convictions, 10; recoveries, $34,100; Medicaid overpayments identified, $65,905; and patient abuse complaints investigated, 3.

In addition to normal case work and prosecutorial efforts, the Division also publishes the "Alert Bulletin", a training and educational memo in criminal procedure for law enforcement officers. Five editions of the Alert were published in fiscal 1980-81. Also attorneys from the Division participated as lecturers and teachers in the training programs at the Maine Criminal Justice Academy and lectured at local law enforcement conferences throughout the State.

General Government. The General Government division consists of 9 attorneys who advise various agencies of the State. These agencies include Mental Health and Corrections and the Department of Educational and Cultural Services. The General Government division also represents Manpower Affairs.

During fiscal 1980-81 the attorneys representing the Department of Mental Health and Corrections handled 477 mental health commitment proceedings, 225 mental retardation certifications and 4 resentencing applications. Additionally, the Division continued to represent the State in *Lovell, et al v. Brennan, et al,* a consolidated civil rights action challenging conditions, confinement and administrative procedures at the Maine State Prison. Also, *Wuori, et al v. Concannon, et al.,* the case involving the Pineland Center, continued to absorb inordinate amounts of attorney time.

The attorneys representing the Department of Manpower Affairs collected some $400,000 in tax assessments, a 38% increase over the previous year. Appeals from the Unemployment Commission continue to provide significant work for the Division attorneys. As of July 1981, 245 appeals were pending was contrasted with 198 on the same date in the prior year.

Litigation. This section of six experienced trial lawyers supervises all litigation in the Department and directly handles those court actions either not concerning any agency or deemed of sufficient importance to be handled by it, such as the State's appearance before the Nuclear Regulatory Commission in connection with Maine Yankee Atomic Plant's application for greater storage and space for spent fuel.

Although the Indian Land Claims case was finally settled during the fiscal year, the newly formed litigation division continues to handle a sizeable number of major litigation in addition to supervising other litigation efforts in the Department. A number of these major cases are described here. In addition to the State's intervention in the application of the Maine Yankee Atomic Power Plant for an increase in storage facilities for spent fuel, noted above, the division is defending the State in a suit brought in the U.S. District Court for the District of Maine by a group of Indian Tribal Housing Authorities who claim that the State has a continuing obligation to support these Authorities despite the settlement in the Indian Land Claims Case. Finally, a group of truckers has sued the State to overturn a truck user fee enacted by the Legislature in 1981 that it was estimated would produce 5 to 6 million dollars per year in revenue.

Opinions/Counsel. This section of eleven lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the Department of Business Regulation, the Bureau of Taxation, the Secretary of State and the State Retirement System and the Department of Finance.

Consumer and Antitrust. The Consumer and Antitrust Section consists of six lawyers and enforces the State Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State Antitrust Laws (modeled after the federal Sherman and Clayton Acts). The section does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes.

In addition, to the issuance of new regulations governing the installation and use of urea formaldehyde foam, the section issued the first in a series of consumer guides dealing with rustproofing applications for autos. The consumer group also received 17,350 inquiries for mediation assistance and 1,420 written complaints. Section actions in this area resulted in over $103,000 in recoveries for consumers.

Human Services. The Human Services Section consists of twelve lawyers who represent the Department of Human Services exclusively. This Department manages the various welfare, Medicaid and Medicare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, and the defense of the decisions of the Commissioner with regard to entitlement to welfare benefits to prosecution for fraud of the providers of health service and the recipients of welfare benefits.

The Human Services Section has one of the most persistent and heaviest caseloads of any section in the Department. In fiscal year 1981, more than 1800 cases were handled by the attorneys in this section. These cases cover a broad range of civil and criminal law with a heavy emphasis on child custody, child support and paternity matters.

Natural Resources. During fiscal year 1981 the Section employed eight lawyers and three secretaries, with the lawyers' time divided among several agencies of State government as follows: Department of Environmental Protection (three and one-half lawyers); Department of Conservation (including Land Use Regulation Commission) (one lawyer); Department of Marine Resources and that portion of the State Planning Office dealing with coastal resource planning (one lawyer); Department of Agriculture, including the Harness Racing Commission, Soil and Water Conservation Commission and Pesticides Control Board (two lawyers); and Department of Inland Fisheries and Wildlife, Office of Energy Resources, and the remainder of the State Planning Office (one quarter lawyer, total). In addition, the Section has provided perhaps one quarter of a lawyer to the Department of Transportation to handle its billboard litigation.

The Section settled one Environmental Protection matter during the Fiscal Year in which the amount of $27,500 was recovered to the State as damages to its natural resources from an oil spill. The Section also settled a claim for cutting trees on State land for $10,000 worth of additional land. In addition, the Section pursued four other matters to judgment in court in which a total of $1,450 in civil penalties was imposed. Much more significantly, however, the Section's lawyers provided significant assistance to the staff of the DEP and LURC in negotiating Consent Agreements with violators for a total of thirteen cases. Beyond this, the Section's lawyers have approved a significant number of other Consent Agreements which were negotiated entirely by the staffs of the agencies involved, but which have not been included in the above figures because the involvement of the lawyers was minimal.

The major general areas of enforcement in which the Section has been active continues to be in the field of air and water pollution violations and municipal non-compliance with various DEP statutes. In the air and water pollution field, following the conclusion of negotiations with several large paper companies to rectify various violations, the Section obtained consent agreements requiring the expenditures of between $500,000 and $1 million for corrective action or other work of benefit to the public generally.

FINANCES, FISCAL YEAR 1981: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,391,226	1,952,243	125,396		313,587	
Retirement	261,015	220,659	7,338		33,018	
Rents	16,182	5,628			10,554	
Commodities	37,297	31,807	1,203		4,287	
Buildings and Improvement	2,783	2,783				
Equipment	28,474	23,190	1,418		3,866	
Transfers to Other Funds	18,392		5,072		13,320	
Other Contractual Service	312,453	227,508	9,277		75,668	
TOTAL EXPENDITURES	3,067,822	2,463,818	149,704		454,300	

ADMINISTRATION (ATTORNEY GENERAL)

PETER F. SCHWINDT, DEPUTY ATTORNEY GENERAL

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: This unit did not submit an individual report. See report for the Department of Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 30 M.R.S.A., Sect. 451

Average Count—All Positions: 50 *Legislative Count:* 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he was elected, under the direction of the county commissioners in all actions and other civil proceedings in which any county is a party or interested. All such actions and proceedings shall be prosecuted by him or under his direction, whether civil or criminal in which the State is a party. The District Attorney shall be the legal advisor to the county commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—G. Arthur Brennan, District Attorney
District Two—Cumberland—Henry N. Berry, III, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—David M. Cox, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—John R. Atwood, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Department of Attorney General.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2993
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333
Sunset Review Scheduled to Start by: June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30
Average Count—All Positions: 3 *Legislative Count:* 4

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroners physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Private physicians cannot certify death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The medical examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

ORGANIZATION: Prior to 1968 medical examiners, though appointed by the Governor and filing reports with the Attorney General, were county officials. In 1968 the office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner and a central facility was established. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate Legislation was passed to affect this change.

The system is fundamentally the same as it was when it was first established with resident licensed physicians serving as medical examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources.

The Office of Chief Medical Examiner was first established in Augusta, moved to Lewiston, and in 1976 returned to Augusta. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor and he in turn appoints all other medical examiners.

PROGRAM: In FY 1981, the Office of the Chief Medical Examiner investigated 1,347 cases and autopsied 373 cases, 34 of which were ruled homicide or undetermined-suspicious for homicide.

Work continued on the development of a detailed computerized record system. In the meantime, records information has been routinely forwarded to the Departments of Human Services for study of deaths in young children, and Mental Health and Corrections for the study of suicides in previously hospitalized patients. Medical Care Development Corporation reviewed Office records to study ambulance service activities and a study was made of suicides for a crisis intervention agency. The state death certificate was revised for more appropriate use by medical examiners. Educational programs for local groups are continously being encouraged.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	136,849	136,849				
Retirement	22,576	22,576				
Computer Services—State	213	213				
Rents	2,670	2,670				
Commodities	5,139	5,139				
Equipment	4,070	4,070				
Other Contractual Service	185,155	185,155				
TOTAL EXPENDITURES	356,672	356,672				

DEPARTMENT OF AUDIT

GEORGE J. RAINVILLE, STATE AUDITOR
LESLIE J. HANN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241

Average Count—All Positions: 38 *Legislative Count:* 38

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

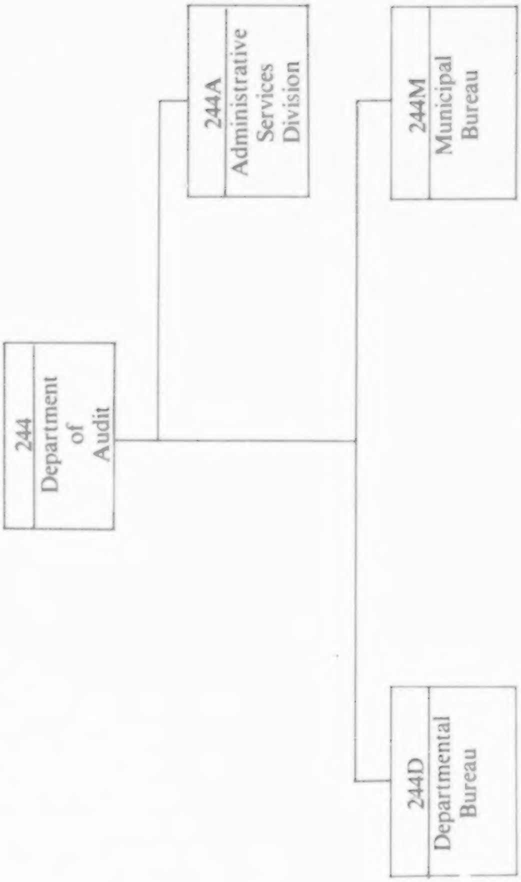
PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 81 totaled 157. These 157 audits consisted of 80 departments, bureaus, agencies, and/or commissions, 10 institutions, 6 vocational technical institutes, one school of practical nursing, 44 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits. This agency also audits 16 Superior Courts, 33 District Courts and 1 Administrative Court.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 81 expenses.

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns, other

DEPARTMENT OF AUDIT
UMB 27


244
Department of Audit
244A
Administrative Services Division
244M
Municipal Bureau
244D
Departmental Bureau

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	552,594	332,602	219,992			
Retirement	94,946	57,162	37,784			
Commodities	5,863	3,025	2,838			
Equipment	459	306	153			
Transfers to Other Funds	11,544		11,544			
Other Contractual Service	72,717	34,101	38,616			
TOTAL EXPENDITURES	738,123	427,196	310,927			

State departments and contributions from the Highway Fund. Revenue from this program is expected to remain constant for the next biennium at $290,000 per year.

PUBLICATIONS:
State Auditors Annual Report

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $28,715 in FY 81 and are, by administrative decision, included with those of Departmental Bureau.

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

LESLIE J. HANN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and 1 Administrative Court. New Legislation mandates that the cost of the audits of the Superior and District Courts will be borne by the General Fund. Chapter 711, Public Laws of 1980 provided funds for 2 positions and related expenses to audit the Superior and District Courts effective July 1, 1980.

ORGANIZATION: The Administrative Services Division is headed by a chief executive. Authorized personnel in the division total 2, consisting of one Legislative Auditor III and one Legislative Auditor I.

PROGRAM: The Administrative Services Division commenced operations July 1, 1980 with personnel consisting of a Chief Executive and 2 Legislative Auditors. Court audits scheduled for completion during the 1980-81 fiscal year consists of 5 complete counties and 2 separate district courts for a total of 5 Superior Courts and 15 District Courts. The major goal of this division is to reach an annual postaudit of all the courts in the court system.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $41,650 in FY 81 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROGER A. LaROCHELLE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 16 *Legislative Count:* 16

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and reports on these audits.

ORGANIZATION: The Departmental Bureau is headed by a chief executive. Authorized personnel in the bureau total 16, consisting of six Legislative Auditor III's, four Legislative Auditor II's and six Legislative Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual postaudits completed within six months of the fiscal year end closing. Audits scheduled for FY 81 totaled 157. These 157 audits consisted of 80 departments, bureaus, agencies and/or commissions, 10 institutions, 6 vocational technical institutes, one school of practical nursing, 44 examining boards and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

PUBLICATIONS:
State Auditors' Annual Report

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	332,602	332,602				
Retirement	57,162	57,162				
Commodities	3,025	3,025				
Equipment	306	306				
Other Contractual Service	34,101	34,101				
TOTAL EXPENDITURES	427,196	427,196				

MUNICIPAL BUREAU (AUDIT)

ROBERT G. REDMAN, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Chief Executive. Authorized personnel in the bureau total 16, consisting of 6 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's. and 3 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 96 municipalities and municipal districts, 40 school districts and 150 special audits for the fiscal year ending June 30, 1981. The statutes also provided that each county shall have an annual postaudit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 10 counties during the fiscal year.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	219,992		219,992			
Retirement	37,784		37,784			
Commodities	2,838		2,838			
Equipment	153		153			
Transfers to Other Funds	11,544		11,544			
Other Contractual Service	38,616		38,616			
TOTAL EXPENDITURES	310,927		310,927			

BAXTER STATE PARK AUTHORITY

GLENN H. MANUEL, CHAIRMAN
A. LEE TIBBS, Director

Central Office: 64 Balsam Drive, Millinocket, Maine *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, Maine 04462

Established: 1933 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21 *Legislative Count:* 49

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "*...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 200,000 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend moneys from trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 200,000 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "park", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park.

Operation of the park is financed in part from use fees, rents, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 200,000 acres with campgrounds, campsites, group areas, and cabins. These overnight facilities have a daily capacity of 960 for the 1980 season with a potential seasonal capacity of 144,000 although actual use will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following statistics are on a calendar year basis in order to reflect a full season.

Statistical Use Information:	**Calendar Year** **1980**	**1979**	**1978**	**1977**
USE—BY TYPE:				
Day Use	35,814	32,487	38,806	27,127
Transient	11,754	10,149	16,728	13,433
Camper	22,126	20,716	20,810	17,606
Lodge Guests	792	576	566	555
TOTAL	70,486	63,928	76,910	58,721
MISCELLANEOUS:				
Camper Days	57,476	53,602	51,919	42,892
Average Stay (Days)	2.59	2.58	2.50	2.44
Number of Vehicles	22,894	20,779	24,955	19,444
Financial Information:				
REVENUE:				
Net from Operations	$191,121	$170,884	$146,462	$101,320
Trust Fund	533,565	474,697	319,058	397,365
Miscellaneous	2,745	(4,808)	15,370	16,711
TOTAL	$727,431	$640,773	$480,890	$515,396
EXPENDITURES:				
Personal Services	$502,052	$424,470	$330,986	$342,929
All Other	224,649	171,315	171,659	109,652
Capital	72,695	22,624	31,189	36,897
TOTAL	$799,396	$618,409	$533,834	$520,478

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue fishing licenses on behalf of the Department of Fisheries and Wildlife.

PUBLICATIONS:

Rules, Regulations, Map — No Charge
Baxter Park Trail Map — $2.00
Guide to Baxter Park and Katahdin — $8.40
Geology of Baxter State Park—$2.00
Guide to the Appalachian Trail in Maine—$8.40
Mountain Flowers of New England — $6.85
Topographic Maps — $1.85
River Guide — $6.30
Maine Mt. Guide — $6.85
Don't Die On The Mt. — $1.65

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	420,992		420,992			
Retirement	75,655		75,655			
Rents	4,675		4,675			
Commodities	32,946		32,946			
Buildings and Improvement	2,609		2,609			
Equipment	69,719		69,719			
Transfers to Other Funds	53,788		53,788			
Other Contractual Service	138,940		138,940			
TOTAL EXPENDITURES	799,324		799,324			

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MAINE BLUEBERRY COMMISSION

CHARLES STEWART, III, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-7422
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Blueberry Commission was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The primary responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a tax on all blueberries grown, purchased, sold, handled or processed in the State.

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and is authorized to appoint administrative personnel.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

In practice, the Commission has appointed as its administrative secretary an officer of the University of Maine who also serves as secretary to the University of Maine Blueberry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: Principal efforts of the Maine Blueberry Commission have been to support an advertising program for blueberries through the North American Blueberry Council and to support the research and extension programs at the University of Maine. See the report of the University of Maine Blueberry Advisory Committee for more details.

PUBLICATIONS: See report of University of Maine Blueberry Advisory Committee.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	101,442		101,442			
Transfers to Other Funds	645		645			
Other Contractual Service	297		297			
TOTAL EXPENDITURES	102,384		102,384			

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DEPARTMENT OF BUSINESS REGULATION

HARVEY E. DEVANE, COMMISSIONER (2/12/81-Present)
GORDON L. WEIL, COMMISSIONER (Until 12/8/81)

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 104.5 *Legislative Count:* 11.5

Organizational Units:

- Divisions:
  - Administrative Services Division
  - Central Licensing Division
- Bureaus:
  - Bureau of Banking
  - Bureau of Insurance
    - General Lines Agent Examination Advisory Board
    - Life Agent Examination Advisory Board
  - Bureau of Consumer Credit Protection
    - Council of Advisors on Consumer Credit
    - Home Repair Advisory Board
- Commissions:
  - Maine Athletic Commission
  - Real Estate Commission
    - Continuing Education Committee
  - State Running Horse Racing Commission
- Boards:
  - Arborist Examining Board
  - Auctioneers Advisory Board
  - Commercial Driving Instructors Licensing Board
  - Electricians Examining Board
  - Board of Registration for Professional Foresters
  - Board of Certification of Geologists and Soil Scientists
  - Manufactured Housing Board
  - Oil and Solid Fuel Board
  - Board of Examiners in Physical Therapy
  - State Board of Examiners of Psychologists
  - State Board of Social Workers Registration
  - State Board of Examiners on Speech Pathology and Audiology
  - State Claims Board
  - Board of Registration on Substance Abuse Counselors

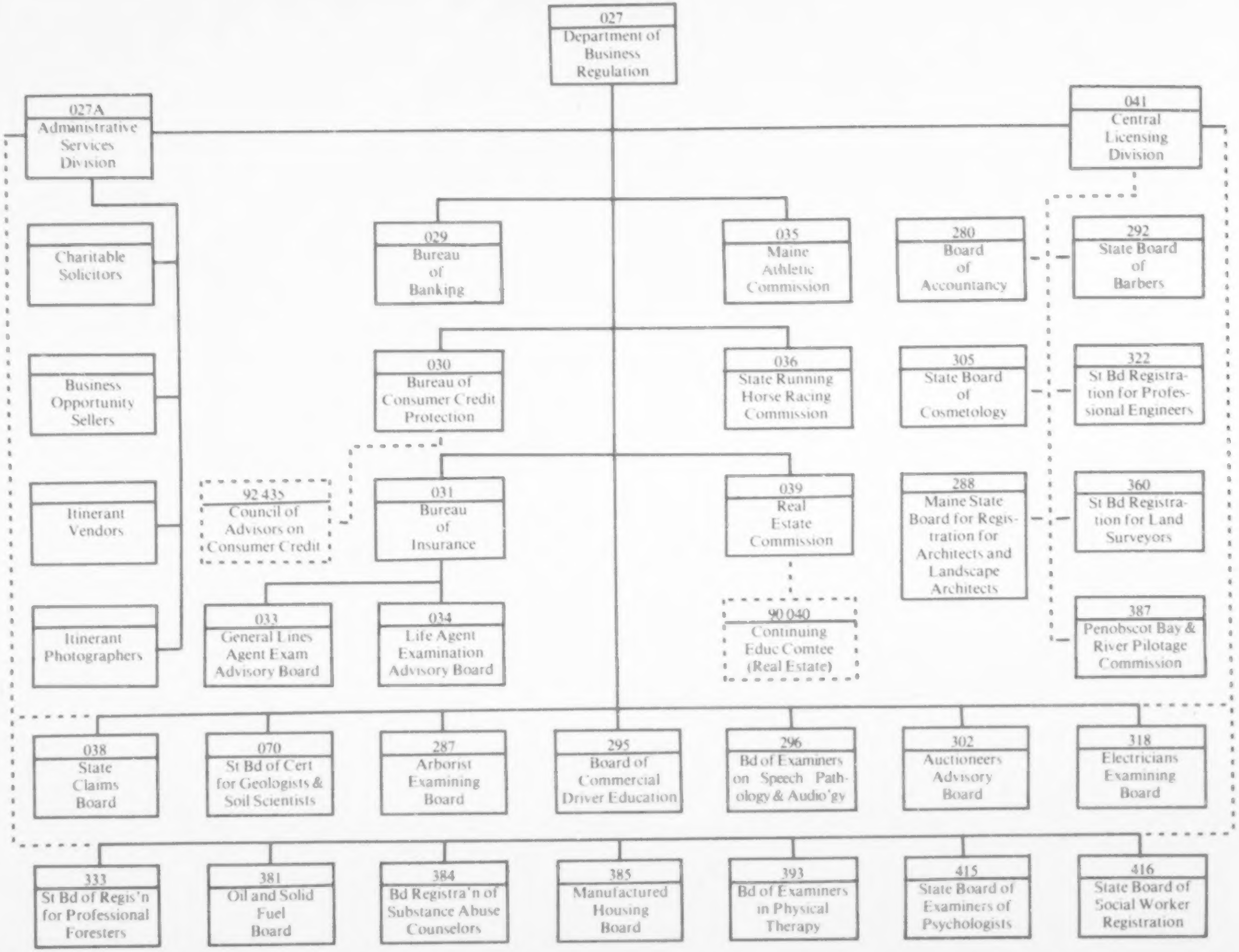
AFFILIATED BOARDS:

Board of Accountancy
Maine State Board for Registration of Architects
State Board of Barbers
State Board of Cosmetology
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors
Penobscot Bay and River Pilotage Commission

PURPOSE: The Department of Business Regulation exists to oversee and examine financial institutions, insurance, grantors of consumer credit, commercial boxing and wrestling, and to license and regulate professions and occupational trades, to approve oil and solid fuel heating equipment, and to award just compensation in land condemnations and in claims against the State.

ORGANIZATION: The Department of Business Regulation was created in October, 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking; the Bureau of Insurance, the Real Estate Commission; the Maine State Boxing Commission (renamed Maine Athletic Commission); the State Running Horse Racing Commission; and the Land Damage Board (renamed State Claims Board). The Administrative Services Division was established by the Commissioner in

ORGANIZATIONAL CHART
DEPARTMENT OF BUSINESS REGULATION
UMB 02


027 Department of Business Regulation
027A Administrative Services Division
041 Central Licensing Division
Charitable Solicitors
Business Opportunity Sellers
Itinerant Vendors
Itinerant Photographers
029 Bureau of Banking
030 Bureau of Consumer Credit Protection
92 435 Council of Advisors on Consumer Credit
031 Bureau of Insurance
033 General Lines Agent Exam Advisory Board
034 Life Agent Examination Advisory Board
035 Maine Athletic Commission
036 State Running Horse Racing Commission
039 Real Estate Commission
90 040 Continuing Educ Comtee (Real Estate)
280 Board of Accountancy
305 State Board of Cosmetology
288 Maine State Board for Registration for Architects and Landscape Architects
292 State Board of Barbers
322 St Bd Registration for Professional Engineers
360 St Bd Registration for Land Surveyors
387 Penobscot Bay & River Pilotage Commission
038 State Claims Board
070 St Bd of Cert for Geologists & Soil Scientists
287 Arborist Examining Board
295 Board of Commercial Driver Education
296 Bd of Examiners on Speech Pathology & Audio'gy
302 Auctioneers Advisory Board
318 Electricians Examining Board
333 St Bd of Regis'n for Professional Foresters
381 Oil and Solid Fuel Board
384 Bd Registra'n of Substance Abuse Counselors
385 Manufactured Housing Board
393 Bd of Examiners in Physical Therapy
415 State Board of Examiners of Psychologists
416 State Board of Social Worker Registration

Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF BUSINESS REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,613,179	151,795	1,399,364	62,020		
Retirement	264,767	22,960	236,122	5,685		
Computer Services—State	15,454	1,294	14,160			
Rents	19,072	108	18,904	60		
Commodities	28,152	1,792	25,628	732		
Grants—Subsidies—Pensions	7,958	460		7,498		
Equipment	8,477		8,477			
Transfers to Other Funds	141,992		136,817	5,175		
Other Contractual Service	642,973	28,390	594,589	19,994		
TOTAL EXPENDITURES	2,742,024	206,799	2,434,061	101,164		

1974. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to implement the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature transferred the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driving Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

PROGRAM: During fiscal 1980-81 the Department was directed by Commissioner Gordon L. Weil from July 1 through December 8, 1980, by Acting Commissioner Theodore Briggs from December 9, 1980 through February 11, 1981 and by Commissioner Harvey DeVane from February 12, 1981 through June 30, 1981.

The Commissioner is the administrative head of the Department. As such he or she budgets for the entire department, initiates or coordinates all planning, and directs the activities of the Department's two divisions and those of all units and employees not part of a major sub-division. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner lacks authority to exercise or to interfere with the exercise of regulatory or licensing authority which is vested by statute in the Bureaus, Boards and Commissions of the Department. Only in a few specific and minor cases is the Commissioner given direct regulatory authority.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department. Similarly, they prepare their own legislative proposals. They may or may not elect to use Departmental services such as central licensing.

The Commissioner does develop the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 81 are discussed in the following reports of its component parts.

PUBLICATIONS:

See reports of component units.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	28,706	28,706				
Retirement	3,906	3,906				
Computer Services—State	154	154				
Commodities	308	308				
Other Contractual Service	3,248	3,248				
TOTAL EXPENDITURES	36,322	36,322				

BOARD OF ACCOUNTANCY

ALBERT E. CARIGNAN, PA, CHAIRMAN
LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: 84 Harlow St., Bangor *Telephone:* 942-6702
Mail Address: 84 Harlow St., Bangor, Maine 04401
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1981 the Board of Accountancy met 7 times, held 4 examinations, issued 57 certificates based on the examination results, and issued 16 reciprocal certificates. A total of 732 Accountants and Certified Public Accountants secured annual permits to practice. The Board implemented the Continuing Education requirement as passed by the 109th Legislature. Approximately 4 complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:

- Certification:
  - Public Accountants
  - Certified Public Accountants
- Annual Registrations:
  - Offices
    - Public Accountants
    - Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,508		5,508			
Rents	3,632		3,632			
Commodities	75		75			
Transfers to Other Funds	640		640			
Other Contractual Service	26,301		26,301			
TOTAL EXPENDITURES	36,156		36,156			

ADMINISTRATIVE SERVICES DIVISION

LINDA S. CILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027A; *Citation:* 10 M.R.S.A., Sect. 8002
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Administrative Services Division was established by the Commissioner to provide staff services, including payroll and accounting, for the Commissioner's Office and for all of the boards, bureaus and commissions within the Department.

ORGANIZATION: The Division, in addition to a Director, consists of one secretary, one stenographer, an accountant and an account clerk and two board clerks.

PROGRAM: In addition to the department-wide payroll and accounting services which it provides, the division staffs the Commissioner's Office, provides clerical, stenographic and word processing services to most of the licensing and examining boards which are part of the Department and to all other boards, bureaus and commissions as their needs require. The division is responsible for conducting the registration of Charitable Solicitors, Sellers of Business Opportunities, Itinerant Vendors and Itinerant Photographers and such other registrations as are mandated to the Department or to the Commissioner.

LICENSES, PERMITS, ETC.:
Auctioneers Licenses
Transient Sales
Itinerant Photographers

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	90,231		90,231			
Retirement	16,464		16,464			
Computer Services—State	418		418			
Rents	3		3			
Commodities	3,164		3,164			
Equipment	679		679			
Transfers to Other Funds	11,896		11,896			
Other Contractual Service	—3,893		—3,893			
TOTAL EXPENDITURES	118,962		118,962			

ARBORIST EXAMINING BOARD

KENNETH STRATTON, DIRECTOR
JAMES McMULLEN, Community Forester

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give examinations annually.

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term. The Director of the board is the Commissioner of Business Regulation or his designee. The current Director is the Director of the Bureau of Forestry, who also serves as a member.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on a biennial basis from that Department's Central Licensing Division located at the Stevens School, Hallowell.

PROGRAM: During FY 1981 the Arborist Examining Board examined fifty-five applicants at the annual examination given in December. Another examination was held in April for job related hardship cases and those who failed the December exam. Twenty-one applicants were examined in April. Forty-three new arborist licenses were issued making a total of 218 licensed arborists. To aid candidates, a pre-examination workshop was conducted at the University of Maine in Augusta the week prior to the examination. In all categories examined the persons attending the workshop attained higher examination grades. This proves the value of the workshop and plans are to continue it.

The Arborist Study Guide was completed and was available to all applicants. A new examination was prepared from the guide.

PUBLICATIONS:
Arborist Study Guide—Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	40		40			
Computer Services—State	75		75			
Rents	2		2			
Commodities	102		102			
Transfers to Other Funds	492		492			
Other Contractual Service	2,102		2,102			
TOTAL EXPENDITURES	2,813		2,813			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

EDWARD W. MILLETT, CHAIRMAN
WILLIAM DICKSON, Secretary

Central Office: 156 Danforth St., Portland *Telephone:* 774-0039
Mail Address: 156 Danforth Street, Portland, Maine 04102
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or landscape architecture, or use the title "architect" or "landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: The Maine State Board for Registration of Architects and Landscape Architects was enacted by Law in 1977, but was originally established in 1945 as the Maine State Board of Architects, and then became the Maine State Board for Registration of Architects until 1977. The Board is appointed by the Governor, and is composed of 5 registered and practicing architects, one of whom may be a professor of architecture, 2 registered and practicing landscape architects, and one representative of the public. The term of office of each present member of the Maine State Board for Registration of Architects shall expire as now provided by Law. Landscape architect members shall initially be appointed, one for a 2-year term and one for a 3-year term; the initially appointed members shall be eligible to be qualified for admission to the examination to practice landscape architecture, and the Governor shall make a written finding to that effect. Thereafter, all board members shall be appointed for 3-year terms. In the event that more than 3 members' terms expire during any one calendar year, the following rules shall apply: Members appointed to fill the first 2 vacancies shall be appointed for 3-year terms, the member appointed to fill the 3rd vacancy shall be appointed for a 2-year term; all members appointed to fill any additional scheduled vacancies during that year shall be appointed to 1-year terms.

All board members shall serve until their successors are duly appointed and qualified. Five members of the Board shall constitute a quorum. The Board annually elects a chairman and a secretary, the latter of whom may or may not be a member of the Board. The Board must hold at least 2 meetings each year for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations necessary for the performance of its duties of establishing and maintaining high standards of ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 81, 10 residents in the State were registered as architects; 8 by examination and 2 through the National Council of Architectural Registration Boards (NCARB). Thirty-six non-residents were registered as architects through NCARB. Registration renewals were granted to 150 architects residing in Maine and 485 non-resident architects. In addition, 2 residents of the State of Maine and 4 non-residents were granted registration as Landscape Architects. Examinations pass rates ranged from 85 per cent on the 1980 Qualifying Exam to 47 per cent on Section A of the Professional Exam, and 84 per cent on Section B of the Professional Exam.

One complaint was received concerning a non-registered and three concerning license denials. Two complaints were referred to the Attorney General.

The Board's short-range plan is to revise the rules/regulations in accordance with the Maine Administrative Procedure Act and current national standards of architectural practices. The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Registration:

Architects and Landscape Architects

PUBLICATIONS:

Additions and update [illegible] 1979 Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape Architects, and a list of resident and non-resident architects and landscape architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any non-registrant, upon request and payment of $5.00.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,944		2,944			
Rents	2,166		2,166			
Commodities	402		402			
Transfers to Other Funds	96		96			
Other Contractual Service	18,744		18,744			
TOTAL EXPENDITURES	24,352		24,352			

MAINE ATHLETIC COMMISSION

SAMUEL MICHAEL, CHAIRMAN
JOAN M. SURAWSKI, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2935
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A. Sect. 101

Average Count—All Positions: 5.5 *Legislative Count:* 5.5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has noted an increase in boxing activity, primarily amateur, during the past fiscal year. This was due to more promoters being licensed. There was a Golden Gloves tournament held in Lewiston this year and the winners went on to Vermont for competition. Two out of six won their division in that competition and went on to the New Englands; both lost.

Members of the Commission have prepared updated rules and regulations pertaining to boxing.

There were 62 boxing shows and 17 wrestling shows. A total of 224 boxing and wrestling licenses of all kinds were issued.

LICENSES, PERMITS, ETC.:

Boxing

Referee
Manager
Physician
Second
Timekeeper
Boxer
Promoter
Judge
Knockdown timekeeper

Wrestling

Referee
Matchmaker
Manager
Physician
Trainer
Second
Timekeeper
Announcer
Wrestler
Promoter

PUBLICATIONS: Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,279	11,279				
Retirement	1,843	1,843				
Computer Services—State	64	64				
Rents	15	15				
Commodities	159	159				
Other Contractual Service	4,880	4,880				
TOTAL EXPENDITURES	18,240	18,240				

AUCTIONEERS ADVISORY BOARD

HARVEY E. DEVANE, COMMISSIONER, BUSINESS REGULATION
JEWELL E. CHILDS, Administrative Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 14, 1979 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A. Sect. 271

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Auctioneers Advisory Board was created for the purpose of advising the commissioner of the Department of Regulation or his designee on the administration of the laws relating to Auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, 2 and 3 years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least twice each year in the department offices and at any other times as the commissioner deems necessary.

PROGRAM: The Board was appointed to include auctioneers from northern and southern Maine and a public member, who is an attorney. It held the two formal meetings required by statute as well as participating in a general meeting of the Maine Auctioneers Association.

During its first meeting, the Board discussed proposed changes to the Auctioneers Law. These changes were submitted to the Legislature and were enacted into law. They defined more clearly the grounds for disciplinary action involving auctioneers.

At its second meeting, the Board advised the Commissioner on the application of disciplinary action in the case of minor violations of the law. It also discussed the relationship between the licenses for Auctioneer and for Real Estate Broker.

Details on licensing and disciplinary action are found in the Commissioner's report.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Department of Business Regulation.

BANKING ADVISORY BOARD

H. DONALD DeMATTEIS, CHAIRMAN

Central Office: Hallowell Annex, Central Building, Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by::* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 368; *Citation:* 9-B M.R.S.A., Sect. 216

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was repealed by the 110th Legislature, PL 501 Section 29 effective September 18, 1981.

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
ROY L. GOVE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1827 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 32 *Legislative Count:* 3

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administers the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

ORGANIZATION: From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, loan and building associations and trust companies, including approvals of branches, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banks and Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. Both the Maine Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities divisions.

Banking. Statutory requirements now call for examination of all state-chartered financial institutions and credit unions to be completed once in an 18 month period. The present 18 month period for examinations ends June 30, 1981.

Six branch applications were received and approved during fiscal year 1981 and two applications from fiscal year 1980 were approved. Six applications to relocate branches and one application to close a branch were received and all were approved. An application to open a new main office and an application to relocate a main office were received and approved. Applications for the consolidation of two savings banks, the merger of two savings banks and the merger of three commercial banks were received and approved. One application to charter a new credit union was received and approved. One credit union applied for approval to establish a share draft program and approval was granted. Six banks, all members of a service corporation, applied for approval to establish a Customer Bank Communication Terminal (CBCT) network with 15 initial locations and approval was granted. Three applications to join the CBCT network were received and all were approved. Several applications to join two mutual service corporations were approved during this period.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. The Bureau conducted a State Banking Conference in May which was very well attended by the financial industry. This conference will be held on an annual basis and will provide an opportunity for the industry to obtain insights regarding future trends as well as meeting with the regulators.

Advanced examiner training included: four individuals attended a School for New Examiners sponsored by the Conference of State Bank Supervisors; three participated in a New Examiner Training School conducted by the Federal Home Loan Bank; six attended various federal interagency schools including Basic and Advanced Trust Department Examination; three examiners attended specialized schools for credit union or savings and loan examination; three individuals represented the Bureau at the Annual Colby Institute for Management seminar. The Bureau is also focusing on a specialized area of examination which has heretofor been neglected—Electronic Data Processing. The Bureau has enrolled four individuals in Computer Auditing courses. This area of specializing will be pursued in the coming year.

A substantial effort in the past year has been to recruit and train qualified examiners. A training program which utilizes many schools external to the Bureau as well as the Bureau's staff has been implemented. The Bureau is broadening the scope of its examination capabilities to include electronic data processing and compliance.

A closer working relationship with Federal regulatory agencies is being fostered. Joint application forms for new branches, mergers, relocations, etc. are being developed. The Bureau will also be pilot testing a new approach to examinations in the next year. It is a divided examination program in which only one agency, state or federal, will conduct the examination and provide the other with its report. The agencies will alternate examinations of each financial institution, rather than examine them concurrently, which was the past practice. This system appears to provide for better utilization of staff, and also eases the regulatory burden on financial institutions.

Securities Division. The Securities Division processed 2,925 applications to register securities and 127 non-public exemption notices during the first 11 months of fiscal year 1981. As of the end of May 1981 the Division has 608 dealers in securities and 2,280 agents registered to sell securities in Maine.

Securities registered for sale in Maine are, as in the past, issued by companies in a wide variety of businesses, although companies involved in oil/gas and energy related businesses, real estate related businesses, as well as shareholder dividend reinvestment plans of various companies were significant in number. In addition, investment company securities being registered evidenced the continued popularity of money-market type mutual funds and tax-exempt municipal bond funds.

No formal enforcement activity occurred under the Maine Securities Act, and no enforcement activity or registration activity occurred under the Maine Takeover Bid Disclosure Law.

During the preceding fiscal year, the Division actively participated in a joint effort with a sub-committee of the Maine Bar Association drafting amendments to the Maine Securities Act, which were subsequently approved by the Legislature and shall become effective 90 days after the adjournment date. The amendments, together with amendments enacted in 1980, represent meaningful de-regulation by providing certain new or expanded exemptions, as well as by eliminating some duplication registration procedures resulting from a re-defining of the term "dealer". The amendments will also provide the Division with important new or improved enforcement authority to enable the State to act if violations occur.

A goal of the Division is to implement the amended law by setting up new procedures, forms, rules, interpretations, and to design and implement the duties of the staff, as may be necessary with the revised law.

LICENSES, PERMITS, ETC.:

License:
- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($40.00) (includes 5 year updates 1980-1984 inclusive)

Maine Securities Act—(Temporarily out of print)

Annual List of Dealers & Agents (Securities Division) ($2.00)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	468,958	58,844	410,114			
Retirement	79,619	8,459	71,160			
Computer Services—State	1,888	543	1,345			
Rents	2,171	39	2,132			
Commodities	4,880	432	4,448			
Equipment	1,927		1,927			
Transfers to Other Funds	18,160		18,160			
Other Contractual Service	161,222	6,834	154,388			
TOTAL EXPENDITURES	738,825	75,15	663,674			

STATE BOARD OF BARBERS

NORMAN P. HOUDE, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: 154 State Street, Augusta; *Floor:* 1 *Telephone:* 622-3821
Mail Address: Statehouse Sta. #96, Augusta, Maine 04333
Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351
Average Count—All Positions: 1 *Legislative Count:* 2

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Human Services and the Department of Education & Cultural Services, concerning the practice of barbering and operating of schools for its instruction.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology.) This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1981 the Board held 6 organized meetings, administered examinations to 20 candidates, all passed the examinations. One complaint regarding illegal practice of barbering was received and administered by the Board without court action. Most discrepancies in barbering were noticed and corrected through regular inspections throughout the year; 890 inspections were made during FY 81.

The following number of licenses, registrations and permits were issued during the year: barber shop 42, barber certificate of registration 73, work permits 11, apprentice registrations 4, school licenses 2, instructor registrations 1, student permits 21, technician registrations 1; 11 new shops opened, 14 shops terminated, 8 changed location and 1 changed ownership.

Due to lack of funds the Board did not send a delegate to the fifty-fourth National Association of the Board of Barber Examiners of America's Convention. However, the board did revise all rules and regulations pertaining to barber shops and barber schools according to the Administration Procedure Act. There were no new Laws enacted through the first regular session of the 110th Legislature pertaining to barbers.

LICENSES, PERMITS, ETC.:

- License:
  - Barber Shop
  - Barber School
- Registration:
  - Certificate of Registration for Barbers
  - Certificate of Registration for Instructor
  - Certificate of Registration for Technician
  - Certificate of Registration for Apprentice
- Permit:
  - Student
  - Work

PUBLICATIONS:

Barber Board Bulletin, published once annually and distributed to all barber shops (free).

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,820		14,820			
Retirement	2,543		2,543			
Rents	2,075		2,075			
Commodities	109		109			
Transfers to Other Funds	810		810			
Other Contractual Service	7,131		7,131			
TOTAL EXPENDITURES	27,488		27,488			

STATE CLAIMS BOARD

JOANNE S. SATALOFF, CHAIRWOMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2861
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 038; *Citation:* 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under State Government Reorganization legislation, effective October 3, 1973, the Board was placed within the Department of Business Regulation.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearings, 148 cases during FY 81. However, there were 193 cases disposed of, 184 of which were land damage cases and 9 represented state claims. There were 80 cases which were either settled or otherwise closed without the need of hearings, 75 being land damage cases and 5 being state claims. There were 113 cases heard before the Board, 109 land damage cases and 4 state claims. There were 17 cases continued.

The Board is continuing to review and study the need for revised legislation dealing with the award of just compensation.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	62,020			62,020		
Retirement	5,685			5,685		
Rents	60			60		
Commodities	732			732		
Grants—Subsidies—Pensions	7,498			7,498		
Transfers to Other Funds	5,175			5,175		
Other Contractual Service	19,994			19,994		
TOTAL EXPENDITURES	101,164			101,164		

BUREAU OF CONSUMER CREDIT PROTECTION

BARBARA REID ALEXANDER, SUPERINTENDENT
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, Simplified Consumer Loan Contracts, and the Fair Credit Reporting Act.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature amended the name of the Bureau of Consumer Protection to be Bureau of Consumer Credit Protection in PL 501.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During FY 81 295 creditors and 7 debt collection agencies were examined. During this period the Bureau returned approximately $65,000 to consumers as a result of violations discovered during the examination and complaint resolution process. The Bureau cited 1,302 violations of truth in lending laws and 412 Consumer Credit Code violations after reviewing 43,430 transactions. The Bureau received about 900 credit-related questions and complaints from consumers. The Bureau entered into an assurance of discontinuance with 7 creditors and 3 debt collection agencies, conducted two enforcement hearings and one licensing hearing. The Bureau issued 8 Advisory Rulings pursuant to the Consumer Credit Code and 1 under the Fair Credit Reporting Act.

The Bureau initiated a quarterly publication, *Consumer Credit Newsletter,* designed to assist creditors in complying with state and federal consumer credit laws and conducted, in cooperation with the Council of Advisors on Consumer Credit, four workshops for creditors throughout the state.

Creditors reported a volume of consumer credit extended during calendar year 1980 of slightly over $922 million. This total does not include volume unreported by 13 federally-chartered financial institutions which, based on estimates, would bring the total over $1 billion. For the first time since the Bureau has compiled this information, the volume of credit decreased slightly compared to the previous year.

The Bureau received filings or licensed the following creditors in FY 81:

Supervised financial organizations (banks, credit unions)	521
Supervised lenders (small loan companies)	20
Other Creditors (merchants)	1,021
Other lenders	73
Home Repair Contractors; Salesmen	144
Collection Agencies	33
Insurance Premium Finance Co.	20
Total	1,832

LICENSES, PERMITS, ETC.:

License:

- Home Repair Contractors
- Home Repair Financing Agencies
- Home Repair Salesmen
- Collection Agencies
- Insurance Premium Finance Companies
- Supervised Lenders-Consumer Credit Code
- Consumer Credit Code Registrations

PUBLICATIONS:

- Down Easter's Pocket Credit Guide (free to Maine residents)
- Down Easter's Lemon Guide (free to Maine residents)
- Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
- Consumer Credit Newsletter ($5/yr.)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	153,259		153,259			
Retirement	21,414		21,414			
Rents	282		282			
Commodities	3,209		3,209			
Equipment	398		398			
Transfers to Other Funds	11,532		11,532			
Other Contractual Service	47,115		47,115			
TOTAL EXPENDITURES	237,209		237,209			

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STATE BOARD OF COSMETOLOGY

JOYCE M. POULIN, CHAIRMAN
GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333

Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The Board was established to administer, coordinate, and enforce Chapter 23; evaluate the qualifications and supervise the examinations of applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

The Board meets at least twice during the calendar year: once in the month of January to select a chairman, and again before the end of December. During the fiscal year 80-81, the Board of Cosmetology held eight public meetings.

PROGRAM: Seven hairdresser examinations were held during FY 80-81. A total of three hundred and fourteen candidates were examined. Fifty of the three hundred and fourteen candidates examined failed, with thirty-seven retaking a second examination and successfully passing. A total of three hundred and one applicants received a Certificate to Practice Hairdressing and Beauty Culture.

Eleven candidates were examined for Instructor licenses. All candidates examined successfully passed the exam and received Instructor licenses.

The Board introduced a bill into legislature to provide for reciprocity with other states with respect to Instructor licenses. This bill was signed by the Governor on March 20, 1981, C. 92.

Eleven complaints were received. Five complaints were resolved, three did not come under the Board's jurisdiction, and three complaints are pending before the Board for further investigation. Furthermore, approximately 4,240 beauty shop inspections were conducted.

LICENSES, PERMITS, ETC.:

License:
- Apprentice Hairdresser's Certificate of Registration
- Beauty Shop License
- Student Hairdresser's Certificate of Registration
- Hairdresser's Certificate of Registration
- Instructor's Certificate of Registration
- Demonstrator's Certificate of Registration
- Hairdresser's Certificate of Registration (Manicurist)
- Student Instructor Hairdresser's Certificate of Registration

Permit:
- Permit to Practice Hairdressing and Beauty Culture

PUBLICATIONS:
- School Rules and Regulations (free)
- Student Rights (free)
- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1977 (free)
- Rules of Practice (free)

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FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,884		68,884			
Retirement	12,029		12,029			
Rents	6,946		6,946			
Commodities	819		819			
Transfers to Other Funds	2,654		2,654			
Other Contractual Service	36,564		36,564			
TOTAL EXPENDITURES	127,896		127,896			

ELECTRICIANS' EXAMINING BOARD

ROY SOUCY, CHAIRMAN
BLAKE McKAY, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of the Commissioner of Business Regulation, who serves as an executive secretary, or the Commissioner's appointee who must be confirmed by a majority of the Board members. The remaining members are appointed by the Governor. Two must be appointed from a list of three submitted by the State Electrical Associates. The appointive members must consist of one master electrician, one inside electrician, one electrical inspector, two other persons experienced in the electrical field and one public member. All members, except the public member, must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

PROGRAM: During FY 81, the Electricians' Examining Board held 13 organized meetings, administered examinations to 834 applicants, of whom 39% were issued licenses. A total of 6,998 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 1,646 inspections were made during the year. The Board also checks electrical vocational school students' projects and holds classes throughout Maine to inform electricians of important code changes.

The Board assists the State Fire Marshal's office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation. In FY 81, they were involved in 24 court cases, 12 of these were complaints against unlicensed people. 53 complaints were received against licenses and all were handled without formal disciplinary action. In addition to their other duties, the Board has control over lightning rod installers (12) and motion picture operators (387).

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Lightning Rod Agent
- Lightning Rod Manufacturer
- Motion Picture Operator
- Motion Picture Apprentice Operator

PUBLICATIONS:

Statutes of the Electricians Examining Board (free)
Roster of licensed electricians

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	74,314		74,314			
Retirement	13,172		13,172			
Computer Services—State	1,554		1,554			
Rents	88		88			
Commodities	722		722			
Equipment	750		750			
Transfers to Other Funds	3,770		3,770			
Other Contractual Service	31,126		31,126			
TOTAL EXPENDITURES	125,496		125,496			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

CLIFFORD L. SWENSON, CHAIRMAN
ROBERT UMBERGER, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell; *Floor:* 1 *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0 *Legislative Count:* 1

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and a secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: A total of 100 new applicants have applied for registration as Professional Foresters; 82 have been approved. The remaining applications have been denied because they lacked the necessary qualifications or because their application is pending action. At the end of the fiscal year there were 633 Professional Foresters licensed.

Five investigations were conducted into charges of people practicing forestry without being registered. Most of the cases involved unlicensed persons advertising themselves as foresters in printed publications.

The Board held two meetingings throughout the year.

LICENSES, PERMITS, ETC.:
License:
Registered Professional Forester

PUBLICATIONS: (Upon Request)

Laws and Rules of the Maine State Board of Registration for Professional Foresters.

Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	155		155			
Rents	3		3			
Commodities	103		103			
Transfers to Other Funds	974		974			
Other Contractual Service	3,853		3,853			
TOTAL EXPENDITURES	5,088		5,088			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

CHAIRMAN, Vacant
THEODORE BRIGGS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Sunset Review Required by: June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A. Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Advisory Board held eleven (11) meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct reviews of examination results.

FINANCES, FISCAL YEAR 1981: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

PAUL A. BEERS, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Business Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business Regulation.

PROGRAM: Regular meetings were held during the year. Four examinations for certification were administered and 1 new license was issued. The percentage for those licensed after taking the examination was 25%. No complaints or disciplinary action was instituted during the year.

Legislation was introduced to provide for certification of all individuals practicing Soil Science or Geology for the public as defined.

LICENSES, PERMITS, ETC.:

- Certification:
  - Geologists
  - Soil Scientists

PUBLICATIONS:

- Roster: (at cost)
- Law and Rules and Regulations: Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	67		67			
Rents	2		2			
Commodities	57		57			
Transfers to Other Funds	183		183			
Other Contractual Service	1,253		1,253			
TOTAL EXPENDITURES	1,562		1,562			

HOME REPAIR ADVISORY BOARD

BARBARA REID ALEXANDER, CHAIRWOMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1966 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 037; *Citation:* 9 M.R.S.A., Sect. 3752

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: There are two main purposes of the Home Repair Advisory Board: to advise and consult with the Superintendent of the Bureau of Consumer Protection, within the Department of Business Regulation, concerning practices in the home repair industry, the administration of the law, and the rules and regulations adopted to implement the law; and to advise and inform the public concerning any practices in connection with home improvements which the Board may consider contrary to the public interest.

ORGANIZATION: The Home Repair Advisory Board is in the Department of Business Regulation within the Bureau of Consumer Protection. The Board consists of the Superintendent, who is the chairman of the Board, and 4 other members appointed by the Superintendent. Of the 4 appointed members, 2 must have had practical experience as home repair contractors. Each appointed member serves for a term of 4 years and until his/her successor is appointed and qualified.

The members of the Board serve without compensation but are reimbursed for their actual and necessary expenses in attending meetings of the Board.

PROGRAM: This unit was repealed by the 110th Legislature, PL 501 Section 23 effective September 18, 1981.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit, by administrative decision, are included with those of the Bureau of Consumer Credit Protection.

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 32 *Legislative Count:* 1

Organizational Units:

General Lines Agent Examination Advisory Board
Life Agent Examination Advisory Board
Examination Division
Consumer Services Division
Licensing Division
Property and Casualty Division
Life and Health Division
Actuarial Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provison that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its five divisions.

Examination Division. The Examination Division completed 2 domestic insurance company examinations, 4 policy reserve valuations and 35 surplus lines brokers examinations. Examinations are in process on 21 domestic insurance companies, 4 surplus lines brokers, 1 insurance agency, 1 health maintenance organization and 2 road service clubs. Statistical reports were compiled on insurance written in the State of Maine.

Licensing Division. During the fiscal year 81, the Licensing Division processed new licenses for 21 companies, 2 road service organizations, 814 agents, 29 adjusters, 72 brokers and 7 consultants. There were 429 agents cancelled. The net gain for the year was 385. There are currently 6,145 licensed agents, 254 adjusters, 848 brokers, 18 consultants and 703 companies licensed to do business in Maine. The Bureau administered 1,234 exams. The number of exams given is larger than the number of agents licensed because a number of exams were retakes.

Consumer Services Division. The Consumer Services Division serviced 1,627 complaints and 1,318 inquiries during 1980. One hundred twenty nine (129) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 67 hearings were held with 43 of the cases decided in favor of the insured; 62 hearings were cancelled because the involved insurance companies withdrew their termination action.

Life and Health Division. The Life and Health Division received during fiscal year 1981, 9,285 policy forms for review; 862 of which required further correspondence; 427 forms were subsequently disapproved and 8,858 approved or placed on file. This Division also processed 154 consumer written requests for information or help concerning problems of marketing or claim settlement.

Property & Casualty Division. This Division reviewed 2,414 rate, rule and form filings, responded to an additional 1,115 pieces of correspondence, handled numerous telephone complaints and inquiries, held 2 major rate hearings, and conducted several other general hearings.

LICENSES, PERMITS, ETC.:

License:
- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster
- Surplus Lines Insurance
- Road Service Co. & Agents
- Insurance Consultants
- Insurance Companies
- Rating Organizations

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	424,118	30,813	393,305			
Retirement	74,076	5,172	68,904			
Computer Services—State	6,566	471	6,095			
Rents	1,336	27	1,309			
Commodities	7,988	184	7,804			
Equipment	4,800		4,800			
Transfers to Other Funds	58,224		58,224			
Other Contractual Service	141,212	3,706	137,506			
TOTAL EXPENDITURES	718,320	40,373	677,947			

CENTRAL LICENSING DIVISION

MARY ELLEN PEASLEE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2217
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: To process and issue certificates of registration, or reregistration for all individuals, bureaus, boards and commissions within the Department of Business Regulation and to maintain a central register containing the necessary facts for administrative information or planning purposes.

ORGANIZATION: The Central Licensing Division was created in 1976 and first activated in 1977. The Commissioner of the Department is charged with hiring the Director of the Central Licensing Division and all other staff necessary to discharge the licensing and administrative duties of the Division.

PROGRAM: Since its inception in 1977, the Central Licensing Division has been working to produce a standardized system of computerized license issuance and renewal for all bureaus, boards, and commissions in or attached to the Department of Business Regulation. This task had been done manually by the separate units.

At the end of fiscal 1981 the Division had approximately 34,088 licenses on a small computer system housed in its office. A standard form is used for all renewals and one is also being prepared for original wall certificates. This system produces a variety of management reports for the units it serves and statewide or partial lists for all or any licensing category.

Use of the new system has reduced the cost of record keeping, eliminated peak renewal periods, reduced overtime costs, eliminated the need for additional personnel and has given the units greater control over the licensing function, as well as provided word processing capabilities for use by the entire department.

LICENSES, PERMITS, ETC.:

The actual issuance and processing of all licenses required by the Department of Business Regulation are handled by this division.

PUBLICATIONS:

Rosters (Names & Addresses) for all boards and bureaus in the Department can be obtained from the computer system. The Division's system is flexible and specific information can be obtained upon request, at a pre-determined cost, by contacting the Division.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL LICENSING DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	28,867		28,867			
Retirement	5,125		5,125			
Commodities	421		421			
Equipment	673		673			
Transfers to Other Funds	3,190		3,190			
Other Contractual Service	4,769		4,769			
TOTAL EXPENDITURES	43,045		43,045			

LIFE AGENT EXAMINATION ADVISORY BOARD

MARGARET HAAUGARD, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A. Sect. 1525

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board held three (3) meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct its review of examination results.

FINANCES, FISCAL YEAR 1981: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: Stevens School Central Bldg., Hallowell *Telephone:* 289-2955
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A. Sect 9003

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years. David R. Scarponi of Brunswick was appointed as the Manufactured Housing Representative to the Board on March 25, 1981.

PROGRAM: The Board has undertaken three main endeavors: (1) the certification of all modular housing installed in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers to service, or install manufactured housing, and (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board.

The Board issued ninety-seven (97) seals of approval for new modular housing. This is certainly an indication of the economy as two-hundred twenty-five (225) were issued in 1979. Eight hundred forty-eight (848) mobile homes were manufactured or shipped into the State of Maine. For 1980, a drop of 335 from the 1,283 of 1979.

Governor Brennan signed into law on April 13, 1981, a law that will allow the Board to become a State Administrator's Agency (SAA) for the Department of Housing and Urban Development (HUD) mobile home program. This will allow the Board to address complaints concerning mobile homes in a more efficient manner.

The Board investigated fifty-eight (58) complaints concerning manufactured housing. It met seven times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Certification of Modular Housing
Regulation for Licensing Manufacturers, Dealers and Mechanics

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	22,153	22,153				
Retirement	3,580	3,580				
Computer Services—State	62	62				
Rents	27	27				
Commodities	709	709				
Grants—Subsidies—Pensions	460	460				
Other Contractual Service	9,722	9,722				
TOTAL EXPENDITURES	36,713	36,713				

OIL AND SOLID FUEL BOARD

VINCENT C. PETERS, CHAIRMAN
HARVEY E. DEVANE, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351

Average Count—All Positions: 4.5 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journey Oil Burner Technician, Apprentice Oil Burner Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, ex officio, who also serves as executive secretary. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 81, the Oil and Solid Fuel Board held 12 meetings and administered four licensing examinations. Of those taking the Master Oil Burner Technicians examination, 32 per cent passed. The pass rate for Oil Burner Journeymen was 76 per cent. There were approximately 39 new Oil Burner Masters, 38 new Solid Fuel Masters, 84 new Oil Burner

Journeymen, 89 new Oil Burner Apprentices and 17 new Solid Fuel Apprentices. Approximately 1200 inspections were made and numerous investigations were conducted. Inspectors remained assigned to the State Fire Marshal for supervision.

The Board must approve any oil or solid fuel central heating equipment before it is sold or offered for sale in the State of Maine. In FY 81, the Board reviewed 86 applications for product approvals. The Board is revising its rules and regulations. It also is preparing new examinations for Masters.

LICENSES, PERMITS, ETC.:

License:
- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:

- Approved equipment list ($5 per year)
- Rules and Regulations pamphlet (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	42,628		42,628			
Retirement	7,382		7,382			
Computer Services—State	1,275		1,275			
Rents	48		48			
Commodities	596		596			
Equipment	—750		—750			
Transfers to Other Funds	4,087		4,087			
Other Contractual Service	22,233		22,233			
TOTAL EXPENDITURES	77,499		77,499			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

MARY LOU BROWN, PT, CHAIRMAN
NANCY H. RUSSELL, PT, Secretary

Central Office: Stevens School Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3111

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: The Board of Examiners in Physical Therapy, when established in 1955, consisted of six members of the Board of Registration in Medicine, together with two physical therapists appointed by the Governor. In 1975, the Legislature increased Board membership to nine by requiring the appointment of a public member to the Board of registration in Medicine. In 1979, the Legislature transferred the Board of Examiners in Physical Therapy to the Department of Business Regulation, decreased the number of members to six, and reorganized the Board's composition. The Board is presently composed of two physicians from the Board of Registration in Medicine, two physical therapists, one physical therapist assistant and one public member. Each is appointed by the Governor and serves a four year term. Two physician members serving on the existing Board will continue to serve until June, 1981, the expiration of their present appointment. The Board elects a Chairman and a Secretary from its members for a two year term.

PROGRAM:

Meetings. The Board of Examiners in Physical Therapy held four meetings during FY 81, on September 30, November 3, 1980, May 12 and June 12, 1981. The May meeting was a work session in preparation for sunset review as there was not a quorum present for stated business.

One member attended the February meeting of the Section on State Licensure and Regulation of the American Physical Therapy Association in Reno, Nevada. Highlights of the meeting included presentations on current trends in allied health legislation, the results of a questionnaire on licensure of physical therapy assistants, chiropractic use of physical therapy procedures, sunset review, umbrella boards, minimum passing scores, use of credentialing agencies for foreign trained applicants, review of countries from which applicants have been licensed in the United States, and the increased cost of the PES examination. Two members attended a workshop on the operation of Administrative Services and Central Licensing sponsored by the Department of Business Regulation. This workshop included presentations by the offices of Secretary of State, and Attorney General, and the Educational Testing Service. One therapist and one public member attended a Business Legislation Committee hearing on proposed changes in the physical therapy practice act.

Examinations. The licensing examinations utilized by the Board are the nationally accepted examinations for physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association. Three examinations were conducted by the Board on July 26 and November 22, 1980, and April 4, 1981. Eleven candidates were examined for licensure as physical therapists. Nine candidates passed and one failed. This candidate elected not to repeat the examination.

Six candidates were examined for licensure as physical therapist assistants following graduation from an accredited educational program. All passed the exam. Ten candidates were permitted to challenge the physical therapy assistant exam under the grandfather provisions. Of these, seven passed the first time and three passed the third time.

Licensure. A total of thirty-five (35) physical therapists were licensed during FY 1981, ten on the basis of examination in Maine, and twenty-four (24) by endorsement. Nineteen physical therapist assistant licenses were granted, sixteen (16) on the basis of examination and three (3) by endorsement. Of those 16, ten were issued to candidates who challenged the examination under the grandfather provision. As licenses are issued for a biennium no renewal notices were mailed this year. Current licenses will expire 3/31/81.

As of June 9, 1981 Board records showed 343 physical therapists and 36 physical therapist assistants licensed in the State of Maine.

Legislation. The Board proposed several changes in the Physical Therapy Practice Act which were included in LD 282 and presented at a public hearing February 19, 1981 before the Committee on Business Legislation. Proposals included a change in the composition of the Board, changes in the fee limits for application, examination, and two year license renewals. Other proposed changes are primarily for clarification in the reading of the Act.

Other Activities. In addition to the above activities Board members have been reorganizing the Board files while continuing the orientation of new clerks; attended meetings with the Commissioners of Business Regulation and the Directors of Administrative Services and Central Licensing to clarify clerk responsibilities and the Board's role; approved the reinstatement of two physical therapist licenses that had lapsed; divided the Board tasks among members to improve understanding of operation and increase involvement in activity; implemented a study of the Board budget and submitted the budget for 1981, 82, 83; provided information for the public and the Maine Physical Therapy Association of activities of the Board and proposed legislative changes in the practice act; studied the services provided by the Attorney General's Office to the Board; studied needed changes in the Rules and Regulations; recalled and reissued licenses for the non school trained physical therapist assistant in order to clarify the wording on the license; and responded to telephone inquiries and various correspondence for day-to-day operation of the Board office. The Board denied licensure to one applicant who took the examination in July, 1980 failed two sections, and chose not to be reexamined in November, 1980. The Attorney General's Office clarified questions on a person who appeared to be practicing within Maine without a license. (This person subsequently left the State so licensure was no longer an issue). The Attorney General's office also indicated that certified physical therapy aides may continue to refer to themselves as such, and the certification granted remains in effect. The law as it now applies does not distinguish between the certified and the noncertified physical therapy aide, treating them in an identical manner in such areas as supervision, duties, and responsibilities. The Board was asked for several interpretations of the practice act and responded in accordance with the advisory ruling procedure.

LICENSES, PERMITS, ETC.:

License:
- Physical Therapist
- Physical Therapist Assistant

PUBLICATIONS:

(1) Register of physical therapists and physical therapist assistants licensed in the State of Maine—$1.00

(2) Physical Therapist Practice Act and Rules and Regulations (Free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	888		888			
Computer Services—State	130		130			
Rents	5		5			
Commodities	55		55			
Transfers to Other Funds	2,846		2,846			
Other Contractual Service	4,442		4,442			
TOTAL EXPENDITURES	8,366		8,366			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ANNE L. HESS, Ph.D., CHAIRWOMAN
STANLEY PAYSON, Ed.D., Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years from a list of licensed psychologists submitted by the Maine Psychological Association. The members elect a chairman, and secretary every year.

PROGRAM: The Board held 12 meetings. It licensed 31 psychologists. There are 277 licenses. The Board revoked one temporary license, and denied one license, pursuant to the APA. One officer of the Board attended the annual meeting of the American Association of State Psychology Boards.

LICENSES, PERMITS, ETC.:

License:

- Psychologist
- Psychological Examiner
- Temporary License: Psychologist, Psychological Examiner

PUBLICATIONS:

Roster of licensees—$1.00
Rules and Regulations—$2.00

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	128		128			
Rents	52		52			
Commodities	104		104			
Transfers to Other Funds	919		919			
Other Contractual Service	6,679		6,679			
TOTAL EXPENDITURES	7,882		7,882			

REAL ESTATE COMMISSION

RICHARD L. McKEIL, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Real Estate Commission was established for protection of the public when engaging the services of real estate brokers and salesmen to assist with the real estate transactions. The primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify courses meeting those standards; to license only qualified applicants as real estate brokers and salesmen; to investigate possible and alleged violations of the license law; to publish a list of licensees annually; and the Commission may defray the cost of and supervise an educational course for licensees. The Commission is charged with supervising licensees in a manner which will promote public understanding and confidence in the business of real estate.

ORGANIZATION: The Real Estate Commission, originally created in 1937, currently consists of a director employed by the Commissioner of Business Regulation and four residents of this State appointed by the Governor. Three of the appointed members must have been real estate brokers or salesmen by vocation in this State for at least five years immediately prior to their appointment and one of whom shall have no professional or financial connection with the real estate business. No more than one member at any one time may be appointed from any one county. The Commission annually selects its own chairman. In State government reorganization, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. The 107th Legislature expanded the Commission from three to five members to include the director and a public member.

PROGRAM: The Real Estate Commission held twenty-four (24) regularly scheduled meetings including seven (7) investigatory hearings, three (3) license application hearings and one (1) rule making hearing.

Enforcement. This part of the program includes investigation of real estate brokerage practices, investigation of consumer complaints and examination of real estate brokerage office records. Through its investigatory role the Commission directly or indirectly influenced the resolution of real estate transaction disputes of a non monetary nature and also influenced resolution of disputes involving financial benefits to consumers totaling in excess of seventy-eight thousand dollars ($78,000).

During the year investigations were started on ninety-eight (98) cases. Investigation of eighty-eight cases were completed resulting in the following dispositions:

Thirty-six (36) cases were dismissed;
Twenty-five (25) cases were resolved during investigation;
Nineteen (19) cases included cease and desist orders, reprimands, or a requirement of further education;
Four (4) cases were settled by consent agreement involving license suspensions, restitution, and special terms for re-licensing;
Four (4) cases were referred to the Attorney General for prosecution.

One hundred seven (107) real estate brokerage offices were examined during the first six months of the fiscal year. As a result two hundred ninety-five (295) license law violations were detected and corrective action initiated. In four (4) instances violations included improper holding of funds which were disbursed as a result of the examination. In two (2) instances violations included inadequate trust account balances. As a result of the examination deposits were made to provide for adequate funds.

Licensing. Applications were processed for two hundred fifteen (215) real estate broker and five hundred fifty-one (551) real estate salesman license examinations. As a result of testing forty-three percent (43%) of the real estate broker applicants were licensed and fifty-three percent (53%) of the real estate salesman applicants were licensed. From July thru October license examinations were prepared, administered and scored by the Center For Real Estate Education at the University of Southern Maine. From November thru June the Commission staff prepared, administered and scored license examinations for twenty-one (21) exam sessions.

License applications were processed for two thousand fifty-six (2,056) real estate brokers, nine hundred twenty (920) real estate salesmen, one hundred nineteen (119) branch offices, twenty-four (24) new corporations and one thousand three hundred forty-four (1,344) changes in license status. On June 16, 1981, seven thousand five hundred three (7,503) licenses were in effect. As a result of the three (3) license application hearings two (2) of the applicants were denied licenses. However, one of the license denials was overturned by the Maine Supreme Court.

Education. The Commission completed its annual review and updating of the course of study prescribed for real estate broker license applicants. The review process included meetings with instructors in Portland, Hallowell and Orono. Applications for approval of twenty-five (25) new instructors were considered and resulting in approval of twenty-one (21) and denial of four (4). In lieu of its quarterly newsletter the Commission purchased a page in each of the quarterly issues of a newsletter prepared and distributed by the Center For Real Estate Education.

Commission members served as guest speakers for several industry and civic groups. One Commission meeting was held at the annual meeting of the Maine Association of Realtors in Rockport. The Commission was also represented at the Annual Conference of the National Association of Real Estate License Law Officials in Boston and the NARELLO Board of Directors meeting in Chicago.

As required by statute one member of the Commission served as a member of the Continuing Education Committee.

LICENSES, PERMITS, ETC.:

License:
- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	112,737		112,737			
Retirement	17,929		17,929			
Computer Services—State	2,618		2,618			
Rents	153		153			
Commodities	3,141		3,141			
Transfers to Other Funds	10,038		10,038			
Other Contractual Service	49,449		49,449			
TOTAL EXPENDITURES	196,065		196,065			

STATE RUNNING HORSE RACING COMMISSION

LINDA S. GILSON, Director of Administrative Services

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3916
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 036; *Citation:* 8 M.R.S.A. Sect. 321
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission makes rules and regulations for the holding, conducting and operating of all running horse races and for the operation of race tracks on which any such running horse race meet is held.

ORGANIZATION: The State Running Horse Racing Commission is to consist of 3 members appointed by the Governor. No more than 2 members shall be of the same political party. Each member is appointed for a term of 3 years or until nis/her successor has been appointed and qualified. Any vacancy is filled for the unexpired term by the Governor with the advice and consent of the Council. One member must be appointed by the Governor as chairman and one as secretary. No member can have any pecuniary interest in any racing or the sale of pari-mutuel pools.

PROGRAM: During FY 81 the State Running Horse Racing Commission was inactive, having no programs or accounts. There were no running horse races.

FINANCES, FISCAL YEAR 1981: This unit did not receive or expend funds.

STATE BOARD OF SOCIAL WORKER REGISTRATION

JEANNE SOULE, CHAIRWOMAN
ERMA HEAD, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 4186

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in December and April during FY 81. The total number of examinations given were 21 Associate Social Workers, 7 Registered Social Workers and 24 Certified Social Workers. Sixteen people were licensed as Certified Social Workers with Independent Practice and 12 were licensed through Endorsement. The total number of licensed Social Workers is approximately 750. During the year, 5 applicants did not pass the exam and 6 were found not eligible to take the exam.

Criteria and Guidelines for Continuing Education were refined during FY 81. One public hearing was held to review the proposed new Rules and Regulations. During FY 81 the fee structure was changed for all categories of registration.

LICENSES, PERMITS, ETC.:

Certificate:
- Registration of Certified Social Worker
- Registration of Associate Social Worker
- Registration of Registered Social Worker
- Registration of Certified Social Worker with Independent Practice

PUBLICATIONS:

Rules and Regulations—Free
Roster—Publishing fee.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	177		177			
Rents	5		5			
Commodities	125		125			
Transfers to Other Funds	901		901			
Other Contractual Service	7,699		7,699			
TOTAL EXPENDITURES	8,907		8,907			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

ROBERTA HANSEN, CHAIRWOMAN
SAMUEL C. CHERASO, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

PROGRAM: Two chapters of Rules and Regulations have been through public hearings and adopted: Chapter I, General Rules and Regulations, includes a Code of Ethics and; Chapter II, Continuing Professional Education Requirements for Renewal of License in Speech Pathology and Audiology.

Goals for FY 81 include the development of credentials for Speech Pathology Aide and developing active committees for effecting Board business. One hundred and sixty-two licenses have been issued; 107 in speech pathology; 22 in speech pathology, temporary; 23 in audiology; 5 in audiology, temporary; 4 in speech pathology and audiology; and 1 in speech pathology and audiology, temporary.

LICENSES, PERMITS, ETC.:

Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary

PUBLICATIONS:

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology will be available August 1, 1981, at no charge to public.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	825		825			
Computer Services—State	31		31			
Commodities	38		38			
Transfers to Other Funds	3,429		3,429			
Other Contractual Service	3,293		3,293			
TOTAL EXPENDITURES	7,616		7,616			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

THEODORE K. RICE, CHAIRMAN
SUSAN deGRANDPRE, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A. Sect. 6201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess, and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years. To provide for continuity, the initial Board had three members appointed for three years, three members for two years, and three members for one year.

PROGRAM: During the past year the Board met on 8 occasions, primarily for the purpose of orally reviewing applicants for registration as Substance Abuse Counselors. At the conclusion of fiscal year 1980 the Board had granted full registration to 55 Maine Substance Abuse Counselors and 11 Provisional Registrations. Four other applicants have passed the Board's requirements and registration is pending receipt of fees. Thus, to date a total of 70 counselors in Maine have met the basic eligibility requirements and passed, provisionally or fully, the registration process of the Board. To date the Board has denied registration to six applicants.

The Board gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test. During the past year the Board had placed on file with the Office of the Secretary of State its Application Manual for Substance Abuse Counselors. This document was accepted for filing January 23, 1981. Also, the Board met on 3 occasions for the purpose of hearing appeals from applicants who have been denied registration. The Board was represented by an attorney assigned from the Attorney General's Office.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	92		92			
Rents	1		1			
Commodities	24		24			
Other Contractual Service	574		574			
TOTAL EXPENDITURES	691		691			

CIVIL AIR PATROL

COLONEL JOSEPH R. MELROSE, JR., WING COMMANDER
MAJOR DAVID J. BRANN, Deputy Wing Commander

Central Office: Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: Winthrop Street-Airport, Augusta, Maine 04330

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 16

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine
B. Subordinate Units:
  1. Auburn Composite Squadron—Auburn
  2. Augusta-Gardiner Composite Squadron—Augusta
  3. Bangor-Brewer Composite Squadron—Bangor
  4. Mid-Coast Composite Squadron—Wiscasset
  5. Caribou Composite Squadron—Caribou
  6. Dexter Senior Squadron—Dexter
  7. Down-East Patrol Composite Squadron—Ellsworth
  8. Cumberland County Composite Squadron—South Windham
  9. Liberty Cadet Squadron—Berwick
  10. Oxford Senior Squadron—Rumford
  11. Pinetree Senior Squadron—Bath
  12. Waterville Composite Squadron—Waterville

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens in the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

ORGANIZATION: The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Field Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all the units within its geographical boundaries. Wing Commanders are elected by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and twelve Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission headquarters is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct search missions on a local or state-wide basis.

Another mission headquarters is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent many hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Bangor—one Cessna 305A, Dixfield—one Aero Commander Lark, Dexter—one Piper 140, Portland—one Cessna 150, Bar Harbor—one Cessna 150.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Pease Air Force Base, New Hampshire during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS: Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1981: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to approximately $5,000 in FY 81, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Finance and Administration.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN
ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 225; *Citation:* 5 M.R.S.A., Sect. 1855
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Manpower Affairs, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Corrections and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: The Subcommittees of the Computer Services Advisory Board established in Fiscal Year 1980 to assist in the formulation of long-range plans continued to be active in their respective areas; Future Data Processing Needs, Distributed Processing and Resource Sharing. Utilizing an assortment of canvassing techniques the Subcommittees were of invaluable assistance in prioritizing Central Computer Services' objectives and providing the basis for long-range Data Processing Plans that are outlined in the Comprehensive State Data Processing Master Plan. The Board was active in the decision-making in regard to future hardware acquisition approving both the interim mainframe acquisitions of a rental Honeywell Duel 8/52 and an IBM 4341. Both are scheduled for installation in Central Computer Services the First Quarter of Fiscal Year 1982. Three members of the Board were very active in Benchmarking proposed equipment.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $297.20 in FY 81 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

DEPARTMENT OF CONSERVATION

RICHARD B. ANDERSON, COMMISSIONER (beginning March 9, 1981)
RICHARD E. BARRINGER, COMMISSIONER (thru March 6, 1981)
NANCY ROSS, Director of Policy Planning and Program Services

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 548 *Legislative Count:* 219

Organizational Units:
Division of Planning and Program Services
Division of Administrative Services
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry
Bureau of Forestry
Maine Forest Authority
Mapping Advisory Committee
Committee on Spruce-Fir Silviculture
Bureau of Parks and Recreation
Keep Maine Scenic Committee
Allagash Wilderness Waterway
Maine Trail Systems ADvisory Committee
Advisory Committee on Historic Sites
Maine Geological Survey
Maine Mining Bureau
Northeastern Forest Fire Protection Commission

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

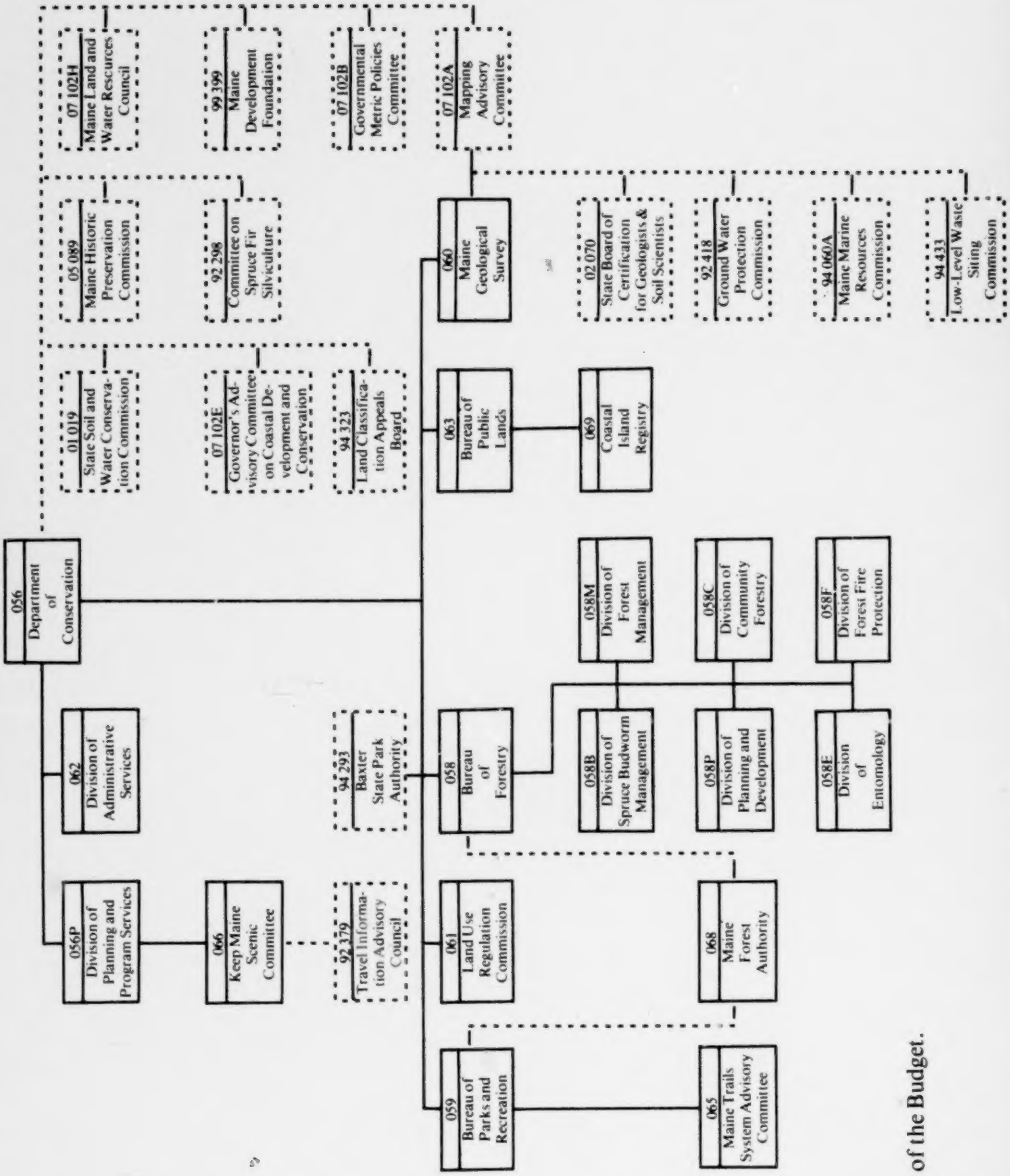
The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions.

The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, and long-range departmental planning. (See separate listing for detailed report on this division.)

The Division of Administrative Services provides the support services of personnel, budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04


056 Department of Conservation
062 Division of Administrative Services
056P Division of Planning and Program Services
066 Keep Maine Scenic Committee
92 379 Travel Information Advisory Council
94 293 Baxter State Park Authority
059 Bureau of Parks and Recreation
065 Maine Trails System Advisory Committee
061 Land Use Regulation Commission
068 Maine Forest Authority
058 Bureau of Forestry
058B Division of Spruce Budworm Management
058M Division of Forest Management
058P Division of Planning and Development
058C Division of Community Forestry
058E Division of Entomology
058F Division of Forest Fire Protection
063 Bureau of Public Lands
069 Coastal Island Registry
060 Maine Geological Survey
02 070 State Board of Certification for Geologists & Soil Scientists
92 418 Ground Water Protection Commission
94 060A Maine Marine Resources Commission
94 433 Low-Level Waste Siting Commission
01 019 State Soil and Water Conservation Commission
07 102E Governor's Advisory Committee on Coastal Development and Conservation
94 323 Land Classification Appeals Board
05 089 Maine Historic Preservation Commission
92 298 Committee on Spruce Fir Silviculture
07 102H Maine Land and Water Resources Council
99 399 Maine Development Foundation
07 102B Governmental Metric Policies Committee
07 102A Mapping Advisory Committee

Approved by Bureau of the Budget.

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,484,265	5,786,104	1,190,340		360,472	147,349
Retirement	1,335,077	1,050,158	199,002		63,850	22,067
Computer Services—Comm	5,076	2,445	1,203		1,418	10
Computer Services—State	23,996	2,360	21,032		604	
Rents	138,581	109,341	8,549		20,574	117
Commodities	441,103	221,908	128,632		52,301	38,262
Grants—Subsidies—Pensions	1,075,851	567,602	236,258		260,156	11,835
Purchases of Land	210,763				45,150	165,613
Buildings and Improvement	18,197	9,252	8,501		210	234
Equipment	1,394,550	831,716	236,531		271,554	54,749
Transfers to Other Funds	75,780		51,484		23,199	1,097
Other Contractual Service	8,981,027	1,682,870	5,624,534		1,646,702	26,921
TOTAL EXPENDITURES	21,184,266	10,263,756	7,706,066		2,746,190	468,254

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,012				12,518	12,854
Retirement	3,969				1,979	1,990
Rents	62				31	31
Commodities	1,192	30			406	756
Grants—Subsidies—Pensions	13,938	2,200				11,738
Purchases of Land	210,763				45,150	165,613
Buildings and Improvement	6,574	6,130			210	234
Equipment	181,346	45,711			81,029	54,606
Transfers to Other Funds	579				579	
Other Contractual Service	161,126	138,151			8,168	14,807
TOTAL EXPENDITURES	604,561	192,222			149,710	262,629

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NANCY J. KENNISTON, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 21 *Legislative Count:* 13

PURPOSE: Under the overall supervision of the Director of Administrative Services, this office assists the Commissioner and Bureau Directors in financial planning and in the preparation and management of annual and biennial budgets. The staff also provides centralized services in areas common to all Bureaus, including personnel, employee relations, bookkeeping, accounting, purchasing, internal audit and records management.

ORGANIZATION: The Administrative Services Division consists of four units. The Accounting and Fiscal Management Unit is responsible for all accounting and bookkeeping services, property accounting, and payroll preparation. The Budget and Work Program Unit is responsible for the preparation of the Department's biennial budgets, annual work programs, financial and budget orders; and providing financial assistance to the bureaus of the Department. The Personnel Unit is responsible for the full range of personnel and labor relations functions of the several diverse bureaus of the Department. Lastly, the Central Services Unit provides a variety of clerical, administrative and office services for the Department, as well as for the Division.

PROGRAM: The responsibility of this unit includes financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit, accounting, (both State and Federal) and labor relations.

The primary program of the Division of Administrative Services is to provide day-to-day support services in those areas of responsibility listed above. Services are provided on a Department-wide basis for both Bureaus (functional) and Regions (geographic).

As time and staff permit, the Division has an ongoing program to develop improved management systems for conducting the Department's clerical, fiscal, and personnel functions.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	270,912	270,912				
Retirement	40,811	40,811				
Computer Services—State	2	2				
Commodities	3,268	3,243	25			
Grants—Subsidies—Pensions	287	287				
Equipment	614	614				
Transfers to Other Funds	586		586			
Other Contractual Service	31,199	25,208	5,991			
TOTAL EXPENDITURES	347,679	341,077	6,602			

COASTAL ISLAND REGISTRY
JOHN W. FORSSEN, PLANNING ASSOCIATE

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title.

As of December 31, 1975 (the formal cut-off for registration), approximately 1,500 islands were registered and 1,300 islands remained unregistered. The total area of the 1,300 unregistered islands is 840 acres.

Subsequently, a management plan for the unregistered islands was developed; and on March 16, 1979, this plan was adopted by the Bureau. In order to provide the greatest diversity and depth of management expertise in the maintenance of these 1,300 unregistered islands, the plan calls for them to be inventoried according to natural features and potential use. They then are to be transferred or leased to other agencies of the state, non-profit conservation organizations, and municipalities for actual management. The plan is now being implemented and it is estimated that about 400 islands will be assigned to other entities for management, leaving the Bureau of Public Lands with about 900 islands.

As implementation of the plan proceeds, along with the continuing title search process, certain islands may be expected to fall either into or out of the State of Maine. A period of about five years will be necessary before the precise assignment of all islands, public and private, will become fixed. In the meantime, it is estimated that the title search process will be complete by July 1980.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	4,165	4,165				
TOTAL EXPENDITURES	4,165	4,165				

DIVISION OF COMMUNITY FORESTRY

CLARK A. GRANGER, DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058C; *Citation:* 12 M.R.S.A., Sect. 8601

Average Count—All Positions: 4 *Legislative Count:* 1

PURPOSE: The Division provides financial and technical assistance to municipalities in planting and caring for community trees.

ORGANIZATION: This Division was created in April, 1978 to administer and strengthen the programs of the Shade Tree Planting Program and the State Forest Nursery.

PROGRAM: During FY 81, about 53 municipalities participated in the Shade Tree Planting Program. The State Forest Nursery grows and distributes (at cost) tree seedlings for reforestation as well as shrubs for wildlife. During FY 81, about 2.6 million seedlings were sold. The Division also administers a Forest Tree Improvement Program. About 5 acres of seed orchards were established in FY 81.

PUBLICATIONS:
Arbor Week—A Guide for Elementary School Teachers

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	191,784	34,724			22,565	134,495
Retirement	30,589	6,162			4,350	20,077
Computer Services—Comm	10					10
Rents	128				42	86
Commodities	76,519	466			38,547	37,506
Grants—Subsidies—Pensions	50,242	45,244			4,901	97
Equipment	143					143
Transfers to Other Funds	1,375				278	1,097
Other Contractual Service	27,104	3,552			11,438	12,114
TOTAL EXPENDITURES	377,894	90,148			82,121	205,625

DIVISION OF ENTOMOLOGY
GEORGE A. LA BONTE, ACTING DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1921 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 25 *Legislative Count:* 16

PURPOSE: The Division of Entomology originated in 1921 for the purpose of protection of Maine's forest and shade trees from insects and disease. This is accomplished through statewide detection and assessment surveys, research, control action and public education. Responsibilities extend to responding to requests for advice on associated problems. Additional responsibilities include the administration of State and Federal laws pertaining to insect and disease quarantine regulations.

ORGANIZATION: The Director of the Bureau of Forestry appoints, subject to the Personnel Law, the State Entomologist, who is sworn to the faithful discharge of his duties. Operating within an administrative division of the Bureau of Forestry, the State Entomologist is statutorily responsible for answering all calls for information on forest insects diseases, and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

PROGRAM:

The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree condition remains severe with high insect population levels. Recommendations for action included 4,500,000 acres for 1981. Representative field samples were analyzed in field laboratories. Research tests were planned and conducted and financed in cooperation with University of Maine at Orono, federal and control project personnel. Research continues on survey and sampling techniques to improve future budworm population predictions.

Other significant insect outbreaks occur over 121,000 acres by the Forest Tent Caterpillar in northern hardwood areas and 224,000 acres by the Gypsy Moth in the southern third of the state. Surveys and evaluations show continuing serious defoliation in hardwood species in 1981. Additional survey and active control projects were implemented for the elimination of browntail moth on mainland and islands in the Casco Bay area. The white pine blister rust program policy now places full responsibility for control on towns and landowners. We surveyed 41,600 acres of the 73,000 acres scheduled. There are two million acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other present or potential pests, including birch casebearer, oak insect complex and Scleroderris Canker disease. The general forest insect and disease survey was conducted statewide resulting in 800 separate insect collections at the Augusta laboratory for analysis, evaluation and recording. The quality of this survey system was enhanced by extending a system of light traps for detection of activity patterns of destructive forest species. Special surveys such as spruce budwrom parasite study and a survey of secondary insects and diseases in budworm weakened stands, provide additional important and useful data. Specific emphasis on forest diseases through identification and increased technical assistance to landowners, the public and other agencies help meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area was monitored and no spread was determined in FY 81 in that town, but was discovered in two other towns; Coplin Pltn. and Aurora.

The Office provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 5,000 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 747 permits were issued relative to Gypsy Moth and Oak Wilt quarantine regulations.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENTOMOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	354,883	323,223			31,660	
Retirement	61,680	56,536			5,144	
Rents	1,954	1,844			110	
Commodities	—1,186	5,917			—7,103	
Grants—Subsidies—Pensions	17,296	17,296				
Equipment	26,453	21,828			4,625	
Transfers to Other Funds	194				194	
Other Contractual Service	61,366	55,630			5,736	
TOTAL EXPENDITURES	522,640	482,274			40,366	

MAINE FOREST AUTHORITY

KENNETH G. STRATTON, CHAIRMAN

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: May 9, 1970 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 068; *Citation:* 12 M.R.S.A., Sect. 1701

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 81.

DIVISION OF FOREST FIRE PROTECTION

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 5011
Average Count—All Positions: 139 *Legislative Count:* 108

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 25 towers and 12 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation and Fire Control was assigned to the Bureau as the Division of Forest Fire Protection.

PROGRAM: The goal of the Division is to keep acreage burned less than .02 of 1% of the total acreage of the State and hold fire occurrence to 30 fires per million acres protected (532) fires. During 1980 there were 1,029 forest fires burning 2,255 acres. One of these values exceeded the goal. This is due in part to a stronger effort to report all forest fires, especially from organized towns.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1980 the following prevention measures were accomplished: supplied radio and TV stations with taped fire prevention messages; circulated "Smokey Bear" programs at 166 appearances talking to 3,680 school children; mailed 5,000 Junior Forest Ranger Kits; successfully prosecuted 259 violators; and made over 8,703 inspections of chainsaws, spark arrestors and damages.

Presuppression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups was conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained during 1980. In all, 7,150 people received training, and 1,186 individuals received certificates of completion. These figures are for the calendar year 1980. Fiscal year figures are unavailable.

LICENSES, PERMITS, ETC.:
Permits:
Burning Permits

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,478,193	2,372,235	68,623		37,335	
Retirement	494,401	475,635	12,000		6,766	
Computer Services—State	2,153	2,153				
Rents	99,905	99,905				
Commodities	129,199	128,939			260	
Grants—Subsidies—Pensions	308,894	276,637	59		32,198	
Buildings and Improvement	3,122	3,122				
Equipment	778,586	621,569			157,017	
Transfers to Other Funds	610		380		230	
Other Contractual Service	705,404	702,778	7		2,619	
TOTAL EXPENDITURES	5,000,467	4,682,973	81,069		236,425	

DIVISION OF FOREST MANAGEMENT

WALTER R. GOOLEY, JR., DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 24 *Legislative Count:* 24

PURPOSE: The primary function of the Forest Management Division is to motivate and technically assist forest owners to properly manage their woodlands. Such assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to an individual landowner.

Training programs for district foresters and technicians are an active part of the program to maintain satisfactory performance standards.

ORGANIZATION: The program, until July 1, 1981 had 24 general fund positions, but after July 1, 1981 the number of positions will be eleven including director, secretary, 4 Forester II and 5 Forester I positions.

Besides the state director, three regional supervisors supervise the field staff which includes a statewide network of foresters and technicians to assist private woodland owners.

PROGRAM: During FY 81, District Foresters provided technical and educational assistance to 5,000 private non-industrial forest owners. Included were recommendations for timber harvest stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine schools and state and federal agencies. Recommendations were made on 120,000 acres of forest land and improved management practices implemented on 18,000 acres. A significant increase in timber stand improvement was noted in FY 81. Overall, accomplishments generally exceeded the targets established with the Forest Service, USDA.

Technical assistance was provided by district foresters to owners being cost-shared through the federal Agricultural Conservation Program and Forest Incentives Programs for timber stand improvement work. Cost shares to owners during FY 80 included $262,000 for both programs, an increase over previous years.

PUBLICATIONS:

1) Factors to Consider When Buying Woodland as an Investment
2) Woodland Management Service Available to You.
3) Boundary Information Sheet
4) Laws Relating to the Forestlands of Maine
5) Consulting Forester List
6) Tree Pruning Information
7) Cost and Income Treatment on Small Woodlands
8) Suggested Timber Sale Agreement

Free brochures

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	553,965	439,199			114,766	
Retirement	96,735	75,783			20,952	
Rents	3,730	825			2,905	
Commodities	15,256	6,509			8,747	
Grants—Subsidies—Pensions	13,789				13,789	
Equipment	17,437	13,327			4,110	
Transfers to Other Funds	1,024				1,024	
Other Contractual Service	123,914	77,138	314		46,462	
TOTAL EXPENDITURES	825,850	612,781	314		212,755	

BUREAU OF FORESTRY

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 274 *Legislative Count:* 140.5

Organizational Units:

- Division of Forest Management
- Division of Forest Fire Control
- Division of Community Forestry
- Division of Entomology
- Division of Spruce Budworm Management
- Division of Planning and Development

PURPOSE: The Bureau of Forestry was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 6 functional divisions. They are Forest Fire Control, Forest Management, Entomology, Community Forestry, Planning and Development, and Spruce Budworm Management. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

PROGRAM: The Bureau of Forestry's program is implemented through its various divisions.

LICENSES, PERMITS, ETC.:

Permit:
- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

Registration:
- Christmas Tree Transporters

PUBLICATIONS:

So Distinguished a Forest: Only In Maine
Maine Forest Facts
Maine Forest Campsites
Maine Timber Cut Report
Woodland Management Service Available to You
Consulting Foresters in Maine
Planning for the Forest Resources of Maine, Technical Planning Documents #1-3
Maine's Forests and Economic Development, Evaluation Document #1
The Export of Maine Sawlogs to Quebec
Primary Processor Newsletter
Field Book of Destructive Forest Insects
Insect Primer
Forest Insect & Disease Conditions for Maine
Proposed Cooperative Gypsy Moth Suppression and Regulatory Program Activities
1980 Forest Insect Manager's Report
Spruce Budworm Research—A User's Guide
Proposed Cooperative 5-year Spruce Budworm Management Program for Maine
Harvesting Systems for Silvicultural Control of Spruce Budworm
Environmental Monitoring Report from the Maine Cooperative Spruce Budworm Suppression Projects
Spruce Budworm Marketing Guide
Spruce Budworm in Maine, The 1980 Cooperative Spruce Budworm Suppression Project
Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage

Protect White Pine From Blister Rust
Planting and Care of Shade Trees

All publications are free.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 13 *Legislative Count:* 6

Organizational Units:
Administration & Cartography
Hydrogeology Division
Mining Operations Division
Physical Geology Division
Marine Geology Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Three divisions plus an administrative section, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator and recorder of the Maine Mining Bureau.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. On September 14, 1979 it was transferred to the Department of Business Regulation.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey serves both as chairman and executive secretary of the Committee.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

PROGRAM: The Maine Geological Survey continues to carry out the guidelines established by the Five-Year Program Plan developed in 1977. The principal program involves physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Physical Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay and other materials; and bedrock mapping interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This division is involved in cooperative and applied programs with the U.S. Geological Survey, and the Nuclear Regulatory Commission.

Hydrogeology Division. This Division inventories ground water conditions, with emphasis on ground water supply and prevention of ground water pollution. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow direction, yield and depth have been prepared, largely in the coastal region in cooperation with the Coastal Planning Division of the State Planning Office. Research into hydrology of peat deposits is in progress. This research is in part in cooperation with the Water Resources Branch of the U.S. Geological Department of Environmental Protection. The Division has also completed a gravel aquifer mapping task in southern Maine and the effort continues into eastern and northern Maine, as well as being involved in developing a management strategy for Maine ground water resources. A pilot bedrock aquifer mapping program has been initiated.

Mining Operations Division. Working with the Bureau of Public Lands, the Mining Operations Division is preparing an inventory of mineral resources on public land. Exploration activity on public land is increasing with the stimulus of new metals finds in Northern Maine.

The Mining Operations Division has administrative jurisdiction over prospecting and mineral development on lands owned or held in trust by the State of Maine, encompassing over 200,000 acres of public lands, and the littoral bottom to three miles, plus all lake bottoms. Operating through the law and procedures of the Bureau, such of these lands as are amenable to mineral activity may be claimed by private prospectors for exploration and development. All environmental concerns are viewed by representatives of the Department of Environmental Protection to ensure proper control of such activities. Minerals are present on State land, and within compatible limits, are being leased and exploited. Revenue from licenses and leases are used by the Bureau to administer the program.

The jurisdiction of the Bureau does not extend to mineral activities on private or federal lands, and persons interested in conducting exploration on such private or federal lands should seek permission directly from the land owner or appropriate management agent. Not all of the lands which the State owns or holds in trust are open for mineral exploration, since the title, trust or use status of these lands restrict them for specific purposes not consistent with mineral development. Any person wishing to enter State lands for commercial mineral prospecting purposes should inquire at the Maine Geological Survey to determine whether the lands of his interest are open to prospecting.

Operations of the Mining Operations Division may be divided into four categories, as follows:

Permit Processing. The Division handles all Prospector's Permits and Claim Recording Applications as an office routine. Licenses to mine and leases are subject to full Geological Survey review, including environmental overview. Minor permits are also handled routinely. All of this is done in the office of the Maine Geological Survey.

Recording. The Maine Geological Survey maintains an active file of all activity in mineral development on State land. These annual records have been maintained at the Maine State Archives or this office since 1957. Also, exploration and development programs on State land by private companies are reported to the Maine Geological Survey and filed at the office.

Field Research. The larger percentage of Division funds and effort is directed to field mapping and on-site inspection of mineral potential and activity. Division staff are "borrowed" for mapping inspection and publication of specific mineral information on State land.

Promotion. It is the obligation of the State Geologist, acting for both the Mining Operations Division and the Geological Survey, to initiate mineral development on both State land and other, to visit mining companies, to maintain active industry correspondence and to conduct field visits for industry representatives.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land
1. Prospectors' Permit
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

PUBLICATIONS: Geologic reports and maps of a highly technical character continue to be published by the Bureau. Recently, the Bureau undertook the publication of numerous maps and reports by all of its divisions that are prepared specifically for the planner and layman. Examples of these materials have been distributed to numerous planning groups and others. To handle the much increased load, a staff member has been assigned the specific task of coordinating the preparation and distribution of Bureau publications. These publications fall into four geological series: surficial, groundwater, bedrock, and marine which are economically and/or environmentally oriented.

Ten examples of these four types of publications are listed below. Please add the 5% state sales tax to the publication's purchase price when ordering.

Glacial Lake and Glacial Marine Clays of the Farmington Area, Maine, Origin and Possible Use as Lightweight Aggregate, by Dabney W. Caldwell; 6/1/59 Price:$.95

The Geology of Baxter State Park and Mt. Katahdin, by Dabney W. Caldwell, 2nd Edition; 1972. (1st Edition, 1960, out of print) Price: $1.25

Contributions to the Geology of Maine: Papers by A.J. Boucot, F.M. Beck, R.G. Doyle, Bradford Hall, Richard Gilman; September, 1966. Price: $.75

Stratigraphy of the Southern End of the Munsungun Anticlinorium, Maine, by Bradford A. Hall; 1970. Price: $5.00

History of Sedimentation in Montsweag Bay, by Detmar Schnitker; 1972. Price: $1.25

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971. Price: $2.85

Mineral Resources Reference Map, Portland-Bath Sheet, scale 1:250,000, by Robert G. Doyle; May 1, 1959. Price: $.50

Preliminary Geologic Map of Maine, scale 1:500,000, compiled and edited by Robert G. Doyle; A.M. Hussey II, chief compiler; December, 1966. Price: $3.00

Generalized Geologic Map of Maine, (8½" x 11" map sheet). Compiled by Arthur M. Hussey II; 1972. Price: $.25 for 1 to 99 copies; and $.20 per copy for 100 or more copies.

Bibliography of Maine Geology, 1672-1972, by Arthur M. Hussey II; June, 1974. Price: $4.50

The Maine Mining Law for State-owned Lands, July 1978 Price: $1.00

Ground Water Handbook for the State of Maine by W. Bradford Caswell; 1979 Price: $4.00

Surficial Geology Handbook for Coastal Maine, by Woodrow B. Thompson; 1979 Price $4.00

The Bureau has many more maps and publications; a complete list may be obtained upon request.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,089	116,814	1,373		60,902	
Retirement	31,363	20,470	265		10,628	
Computer Services—State	683		79		604	
Rents	16,486				16,486	
Commodities	6,547	3,807	267		2,473	
Grants—Subsidies—Pensions	276,767	118,000	10,000		148,767	
Equipment	24,154	6,511			17,643	
Transfers to Other Funds	15,607		354		15,253	
Other Contractual Service	115,388	41,995	2,999		70,394	
TOTAL EXPENDITURES	666,084	307,597	15,337		343,150	

MAINE LAND USE REGULATION COMMISSION

JEFFREY R. PIDOT, DIRECTOR

Incoming WATS Line: 1-800-452-8711
Central Office: AMHI—Harlow Building *Telephone:* 289-2631
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683

Average Count—All Positions: 15 *Legislative Count:* 12

Organizational Units:
Development Review Division
Resource Analysis Division
Planning Division

PURPOSE: The Maine Land Use Regulation Commission was established to promote the health, safety and general welfare of the people of the State of Maine by planning for the proper use of resources and guiding land use activities to achieve this proper use. The primary responsibilities of the Commission are to determine the boundaries of areas within the unorganized areas of the State that fall into certain land use districts (zoning); to prepare land use standards for each district; to review applications for development in the unorganized areas of the State; and to prepare a comprehensive land use plan for these areas.

ORGANIZATION: The Maine Land Use Regulation Commission was established in 1969 as an independent agency. In 1973, under State Government reorganization legislation, the Commission was made a part of the Department of Conservation, created that year.

PROGRAM: Throughout FY 1981, the Commission reviewed and acted upon approximately 500 applications for buildings, subdivisions, developments, forestry operations, and rezonings, and processed approximately 500 notifications for land use activities carried out in conformance with the Commission's land use standards. The Commission has developed a new and more vigorous enforcement and education program, with dissemination of the Commission's Land Use Handbook being utilized in public educational efforts. Copies of the Handbook are distributed to all permit applicants and many others involved in the forest industry. A full time staff member has been assigned to assist with the identification and resolution of problems in the field and to seek enforcement where necessary. Workshops have also been held with forest industry field personnel to explain and answer questions about the Commission's regulations.

The Commission's Zoning Standards have been revised and clarified, and its permit application forms have undergone revisions in order to make them clearer to the public and more useful to the Commission in its review process.

The Commission has continued its review process for its Comprehensive Land Use Plan. This review is necessary in order to keep the document current with the needs of the State and its people. In addition, the Commission has continued its program of providing planning assistance to local communities that have indicated a desire to exercise land use controls at the local level. A model land use ordinance has been developed for such communities.

Furthermore, the Commission has embarked on another phase of the State's "208" Water Quality Program. This Program focuses on a further study of sedimentation problems associated with forestry practices.

An incoming WATS telephone line has been established as a service to those members of the public who are unable to travel to the Commission's office for assistance.

LICENSES, PERMITS, ETC.:

Permits:
- (Plantations and Unorganized Townships)
  - Building
  - Development
  - Subdivision
  - Road Construction

Bridge Construction
Zoning Petitions
Forestry Operations
Utility Line Extension

PUBLICATIONS: The first copy of any publication is free to the public. The price listed after each publication is for each subsequent copy. A 5% State Sales Tax must be included with the fee when ordering additional copies.

Manual of Land Use Planning—1/76	$1.00
Building in the Wildlands of Maine—9/73	$2.00
Subdividing in the Wildlands of Maine—9/73	$2.00
Comprehensive Land Use Plan for the Plantations and Unorganized Townships of Maine—8/76	$2.00
Revised Statutes Annotated Title 12, Chapter 206-A	$1.00
Land Use Districts and Standards	$2.00
Land Use Handbook (Complete Set)	$10.00
Section 1, Your Land	$2.00
Section 2, Maine Land Use Laws	$2.00
Section 3, Maine Land Use Regulation Commission	$2.00
Section 4, How to Apply for a L.U.R.C. Building Permit	$2.00
Section 5, Design Ideas	$2.00
Section 6, Erosion Control on Logging Jobs	$2.00
Section 6, Erosion Control on Logging Jobs (French Version)	$2.00

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	235,168	213,010			22,158	
Retirement	40,720	36,598			4,122	
Computer Services—State	172	172				
Rents	2,756	2,756				
Commodities	5,894	5,622			272	
Equipment	689	689				
Transfers to Other Funds	894				894	
Other Contractual Service	76,946	61,330			15,616	
TOTAL EXPENDITURES	363,239	320,177			43,062	

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #19, Augusta, Maine 04333

Established: April 5, 1935 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 231 *Legislative Count:* 45.5

Organizational Units:
Division of Acquisition and Development
Division of Operations and Maintenance
Finance & Community Services
Division of Planning and Research
Snowmobile Division

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials and to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

PROGRAM: The Bureau has five divisions.

Division of Acquisition and Development. Acquisitions included purchase of minor additions and in-holdings at Swan Lake State Park, Swanville; Sebago Lake State Park, Naples; Spectacle Pond, Vassalboro, an additional island at Lily Bay State Park, and a right-of-way encumbering the Bigelow Preserve. Minor in-holdings at Camden Hills State Park and Crescent Beach State Park were acquired by gift. Approximately 1,216 acres including over 6 miles of the Appalachian Trail in Elliotsville Plantation was acquired by gift of the International Paper Company through Nature Conservancy of the Pine Tree State. A residence and 50% common and undivided interest in 15.5 acres was acquired for the arboretum on Hospital Street in Augusta.

Construction was completed on a recently purchased canoe campground along the Saco River in Fryeburg, repairs to Songo Lock, and sewage facilities at Crescent Beach State Park to comply with federal and state anti-pollution laws. Swan Lake State Park was opened to the public with basic facilities for parking and sanitation, and preliminary engineering performed and Department of Environmental Protection permit obtained for the complete park development.

Grants to local communities and others provided for completion of new or improved boat access sites at Moosehead Lake, Greenville; Lake Aziscohos, Lincoln Plantation; Saco River, Biddeford; South Pond, Greenwood; Sabattus Pond, Sabattus; Little Madawaska River, Stockholm; and St. Croix River, Baileyville.

Division of Operations and Maintenance. Public use in 1980 rebounded sharply from 1979. This division operated 34 state parks with a public use of 2,037,173 (+609,596 over 1979) visitors to day use areas, 291,327 visits to memorials (+25,474), 268,774 visitor nights at

12 camping parks (+32,876) and 48,810 visitor days in the Allagash Wilderness Waterway (+1,760). In addition, the Bureau maintains Songo Locks, 50 boat ramps and the buoy system marking hazards to navigation in certain lakes.

Conservation easements (18), undeveloped properties (46) and state owned-locally operated parks and/or boat ramps (67), were monitored by this division. This work was accomplished by 42 year round employees and 321 seasonal employees.

Division of Finance & Community Services. During Fiscal Year 1981, the former Division of Community Recreation and the Division of Federal Aid were merged into one division under a new title.

The Division secured approval of 39 projects using $1,956,400 in federal funds from the Land and Water Conservation Fund. Included were 7 State projects for $200,850 and 32 locally-sponsored projects for $1,755,550. Also 11 projects were amended to increase the federal participation by $137,000. These figures represent 50% of the project costs.

The Division approved 27 grants for $60,850 from the State's Municipal Recreation Fund for small, capital projects of $5,000 or less, total cost. Also, 17 grants were made from this fund for $14,175 to help implement new or expanded recreation programs or services. In addition, one special grant of $20,000 was made to Penobscot County to assist in the continued operation of the Mattawamkeag Wilderness Park, the only county managed park in the State.

The Division also provides technical assistance to local recreation departments on all aspects of operations and maintenance of recreation programs and facilities.

Division of Planning and Research. During the past fiscal year, this division was involved in the completion of studies and materials for negotiations for a conservation easement along the East and West branches of the Penobscot River, the preparation of the overall Policy Plan for the Bigelow Preserve, preparation of a cutting procedure plan for the private "forest management" zone in the Allagash Wilderness Waterway, the continuation of contracts with Regional Planning Commissions to conduct inventories and analyses of outdoor recreation areas and needs, and continuation of an inventory of the recreation potentials and qualities of Maine Rivers (in cooperation with a federal agency).

New studies include contracts with two Regional Planning Commissions to conduct recreation river studies on the Pleasant River in Washington County and the Aroostook-Machias Rivers in Aroostook County, and the start up of the 1982 *Maine Statewide Comprehensive Outdoor Recreation Plan* (SCORP). SCORP is a requirement of the federal Department of the Interior.

Snowmobile Division. The division continued its close working relationship with 276 snowmobile clubs, providing them with assistance in the areas of membership, trail planning and development, as well as winter grooming.

During the past fiscal year, the Division processed 169 club grooming grant applications, approving 165; approved 39 municipal grant applications involving 46 municipalities; and made a grant to one individual to groom approximately 25 miles of heavily used trail in unorganized areas of the state. Trail preparation through grant program covered approximately 6,880 miles. In addition to involvement in the grant program, the Division continued to administer five major snowmobile trail systems and several small areas within the State Park system.

Work continued on the implementation of the Northern Maine Trail Plan and the plan conducted by the Maine Snowmobile Association for the remainder of the State. The Northern Maine Trail Plan is approximately 90% completed and the plan for the remainder of the State approximately 50%. The target date for completion of both plans is now set for June 1982. In addition, a contract was awarded to Dave Miller Associates to conduct an Economic Impact Study of snowmobiling on the State of Maine. The final report is due in September 1981.

The Division participated in two Snowmobile and Sportsmen Shows—one in Lewiston and one in Bangor. Additionally, the Division cosponsored a very successful workshop for club officers in September 1980.

PUBLICATIONS:

1. Maine State Parks
2. Maine Historic Memorials
3. The Allagash Wilderness Waterway
4. Rules & Regulations for State Parks and Memorials
5. Rules & Regulations for the Allagash Waterway

All publications available at no charge.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,061,999	1,819,503	242,496			
Retirement	347,799	304,438	43,361			
Computer Services—State	9	9				
Rents	1,317	1,059	258			
Commodities	84,303	52,521	31,782			
Grants—Subsidies—Pensions	394,011	107,923	225,587		60.501	
Buildings and Improvement	1,981		1,981			
Equipment	134,355	98,748	35,607			
Transfers to Other Funds	10,544		10,542		2	
Other Contractual Service	306,173	182,374	123,721		78	
TOTAL EXPENDITURES	3,342,491	2,566,575	715,335		60,581	

DIVISION OF PLANNING AND DEVELOPMENT

RICHARD E. MORSE, ACTING DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058P; *Citation:* 12 M.R.S.A., Sect. 8002

PURPOSE: The Utilization and Marketing section of the Division (1) provides services to Maine forest industries, landowners and loggers designed to improve the utilization and marketing of Maine wood; (2) assists the State Development Office and private entrepreneurs with industrial development projects based on Maine's forest resources; (3) assists groups of Maine landowners and loggers with alternative marketing and management strategies designed to improve their position in the marketplace; and (4) enforces the Maine Christmas Tree registration law. The Planning section of the division (1) prepares and keeps current a state forest resources plan, complete with a computer-based data management system designed to guide Maine Forest Service policies and programs for the future, and to allow the forest service to qualify for continued federal financial support for those programs; and (2) carries out special projects of evaluation in support of the other divisions of the Maine Forest Service.

ORGANIZATION: The Division of Planning and Development is a new division in the Maine Forest Service organized by combining the former divisions of Utilization and Marketing, and Planning, Evaluation & Research.

PROGRAM: During fiscal year 1980, the Planning & Development Division completed three fourths of the first State Forest Resources Plan, continued work on the geo-based data management system, and in cooperation with the United States Forest Service, completed three fourths of the field work for the decennial survey of Maine's forest resources. The Division also provided technical assistance to many Maine mills, provided marketing advice to Maine landowners, loggers, and mills, assisted the State Development Office and entrepreneurs with Industrial Development, and wood exports, and published the timber cut report, stumpage & mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the newsletter and several special marketing bulletins.

PUBLICATIONS:

- Planning for the Forest Resources of Maine (a series)
- The Export of Maine Sawlogs to Quebec
- The Maine Timber Cut Report
- Maine Primary Forest Products Manufacturers
- Maine's Secondary Wood Industry
- Mill-Delivered Price List (twice a year)
- Stumpage Price List (twice a year)
- Maine Logging Firms
- Primary Processor Newsletter (printed bi-monthly)
- Industrial Financing In Maine, Where to Go.
- Maine's Forest Resources Evaluation—A Status Report

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PLANNING AND DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	136,105	88,443			47,662	
Retirement	23,160	14,954			8,206	
Computer Services—Comm	3,354	2,445			909	
Computer Services—State	24	24				
Rents	3,118	2,681			437	
Commodities	12,856	11,805			1,051	
Equipment	6,899				6,899	
Transfers to Other Funds	358				358	
Other Contractual Service	171,448	156,345			15,103	
TOTAL EXPENDITURES	357,322	276,697			80,625	

DIVISION OF PLANNING AND PROGRAM SERVICES

NANCY ROSS, DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1979 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development and long-range departmental planning.

ORGANIZATION: Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for this division.

PROGRAM: The division conducts a coordinated public information and education program for the Department of Conservation. The objectives of the program are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote interdepartmental understanding and cooperation. The information and education section prepares and distributes news releases and feature stories, prepares and revises informational folders, and maintains a photo file. The section coordinates special projects, such as participation in shows and exhibits. As a service to other programs in the Department, the information and education section distributes news clippings twice each week, distributes audio-visual materials and equipment, prepares a departmental directory and reviews reports and publications.

In FY 81, the division put on the Blaine House Conference on Forestry to focus on the key role Maine's forest resources will play in the State's economic future. Leaders of Maine's political, educational and environmental communities gathered to exchange ideas and explore policy options and their implications for the forest resource. The Conference provided an opportunity to examine both the opportunities and challenges faced by Maine's forest managers and users in the 1980's and beyond.

The division has provided continuing policy review and assistance to the various bureaus of the Department on matters of Department-wide concern. In FY 1981, the division chaired and provided staff support to a Mineral Policy Advisory Committee which reviewed existing state laws and policies regarding mineral resources. The Committee issued its report in October of 1980. Among the recommendations was a proposal to establish a severance tax on the extraction of certain Maine mineral resources.

The division, through the Land and Water Resources Council which it administered, studied the dimensions of Maine's ground water problems and issued a report, "A Management Strategy for Maine's Ground Water Resources." Several of the recommendations in the report were implemented including the creation of a cooperative well monitoring program between the Maine Geological Survey and the U.S. Geological Survey.

In response to periodic drought conditions in Maine, the division joined with the office of Civil Emergency Preparedness and the Department of Human Services to prepare informational pamphlets useful to the public. Two pamphlets available from the Division of Health Engineering of the Department of Human Services, "Drought and the Individual Well Owner" and "Recommended Guidance for Public Water Supplies During Emergency Drinking Water Situations" were printed.

The division also coordinated the development and review of Department policy papers, legislative programs, federal grant applications, and affirmative action. The personnel count and fiscal report of the Commissioner's Office and the Division of Planning and Program Services are included in the financial display of the Division of Administrative Services.

PUBLICATIONS:

Report of the Mineral Policy Advisory Committee. October 1980
Proceedings of the Blaine House Conference on Forestry. January 1981
Recommendations of the Ground Water Protection Commission. January 1981
Land and Water Resources Council Progress Report. December 1980
A Management Strategy for Maine's Ground Water Resources. June 1979

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

BUREAU OF PUBLIC LANDS

LLOYD C. IRLAND, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551

Average Count—All Positions: 18 *Legislative Count:* 0

Organizational Units:
Operations
Planning
Financial Management

PURPOSE: The Bureau of Public Lands was established to bring more attentive, rational and businesslike management to the public lands of the State of Maine. It has two immediate, operational objectives: the first is to assert on behalf of the State the rights to which the public may be entitled by virtue of the State's simultaneous tenancy relationship with private parties or outright State ownership of public lots in townships where the lots are either unlocated or located. Through a series of land trades and sales, and through acquisition by gift, or other means, the Bureau attempts to recover full and unencumbered title to Maine's public reserved land and to consolidate the public reserved lands into large contiguous parcels so that they may be more efficiently and effectively managed for the benefit of the public. To date, the Bureau has recovered full control of acres through trades and donations, bringing the total area under its management to more than 250,000 acres.

The second operational objective is to manage the lands within the Bureau's jurisdiction. This is accomplished under the principles of multiple use in order to produce a sustained yield of goods and services while utilizing both prudent business practices and sound planning.

Specifically, the Bureau is authorized to prepare, revise and maintain management plans for the lands under its jurisdiction; to grant permits to harvest the resources of the public lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease overnight campsites and other camping facilities; to grant the right to construct and maintain public roads and lease mill privileges, dam sites and flowage rights with the consent of the Governor; to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection, and to lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged or intertidal lands. The Bureau is also charged with the responsibility of the Coastal Island Registry.

ORGANIZATION: The Bureau of Public Lands, with responsibilities transferred from the former Forestry Department, was established by the 106th Legislature as an administrative unit of the Department of Conservation in October, 1973. An Act to Improve the Management of the Public Lands, passed by the 107th Legislature, delegates to the Bureau the care, custody, control and the responsibility for the management of all lands owned by the State including public reserved lands, public domain lands, islands in great ponds and coastal waters, land beneath great ponds, rivers and streams, subtidal lands, lands acquired by the Bureau pursuant to lawful authority and any other lands the management and control of which are not otherwise provided for by law.

The Bureau is divided into three Divisions: Operations, Planning, and Financial Management. The Operations Division is responsible for all land management functions, including timber sales, lot line maintenance, inventory, agricultural land leasing, and recreational developments. Operations staff also assist in land trade negotiations and related functions. The Planning Division coordinates the research, preparation, and review of management plans, provides staff support for land trades, and handles the Coastal Island Registry. It also assists in information and education work. The Financial Management Division handles the submerged lands program, the camplot program, stumpage accounting, and general purchasing, personnel, financial and budget administration.

PROGRAM: In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been initiated:

Recovery of Timber and Grass Rights. On public reserved lands, the Bureau is attempting to recover timber and grass rights while simultaneously attempting to assemble these lands into larger tracts. This project is taking place through lengthy and detailed negotiations with various private land owners. Each trade must be individually approved by the Legislature.

Multiple Use Land Management. The Bureau has undertaken the creation of a broad multiple use land management enterprise. A revised planning policy has been adapted to guide the management planning process. Management plans are being prepared and used as the basis for continuing management decisions on each parcel of public land. Plans are reviewed by State agencies and public groups to ensure the evaluation of all resources. The Bureau has prepared management plans for about 20,000 acres of land, and will complete plans for all of its forest lands by 1985. At that time a new cycle of updated inventory and management plans will begin. Establishment of this expanded planning process has been assisted by a U.S. Forest Service IPA employee on loan to the Bureau. All lands owned will be under management plans by 1985.

Forest Resources Inventory. The Bureau is in the process of compiling inventory information about the lands under its jurisdiction, including wildlife, timber, recreational and other multiple use data. The first inventory cycle will be complete by 1985.

Submerged Lands. The Bureau of Public Lands statutorily holds proprietary jurisdiction over the submerged and intertidal lands of the State. The legislation authorizes the conveyance of certain State rights in this land for up to 30 years. Realizing that it is in the public interest to secure an economic return for the public on large-scale commercial uses of this public land, and that it is also in the public interest to exempt small or non-commercial users from fees, and also to guarantee such users adequate real property rights in State-owned submerged land, the Bureau has developed administrative procedures with the Department of Environmental Protection. The purpose of these administrative procedures is to provide environmental permit applicants with conveyances necessary to provide them with sufficient title for their applications to be processed.

Agricultural Management Plans. Management Plans for agricultural parcels under the Bureau's jurisdiction have been completed through 1987. Specific recommendations by Soil Conservation Service agencies are being implemented to make better utilization of different soil and crop types. Leasing is now on a five-year basis to allow capital investment by lessees.

Camp Lease Program. The Bureau has administrative responsibility for 500 camp lot leases on public lands. A five-year moratorium on new leases was established in 1974. However, the Bureau has continued to renew existing leases. A new lease has been introduced which provides a more reasonable return to the people of Maine and better protects the resources of the public land.

The camp lease records are computerized, and a price increase has been adopted for the 1981 billing. A full review of camplot policy is underway.

Forest Products Harvesting. The Bureau conducts an ongoing series of timber sales. In addition, the Bureau has laid the groundwork for increased cooperation with the Department of Inland Fisheries and Wildlife. The timber sale program provides the bulk of the Bureau's revenue. To improve sale administration and planning in Northern Maine, the Bureau established a Regional Office in Ashland in 1979.

LICENSES, PERMITS, ETC.:

Permits:
- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural.
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

Management plans for specific parcels, as available. $1 per copy
Map of the Public Reserve Lands, $1.50 per copy

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	305,588		305,588			
Retirement	53,454		53,454			
Computer Services—State	953		953			
Rents	1,277		1,277			
Commodities	15,275		15,275			
Grants—Subsidies—Pensions	537		537			
Buildings and Improvement	4,240		4,240			
Equipment	21,027		21,027			
Transfers to Other Funds	5,112		5,112			
Other Contractual Service	132,123		132,123			
TOTAL EXPENDITURES	539,586		539,586			

KEEP MAINE SCENIC COMMITTEE

JANE FROST, COORDINATOR

Central Office: AMHI—Harlow Building; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: A full-time coordinator and a secretary/film librarian conducted the day-to-day operations of the program which has been a part of the Department's Information and Education activities. The eleven Committee members are appointed by the Commissioner of Conservation for three year terms.

PROGRAM: The Committee's program has had three main focuses:

Education. Education activities in the Keep Maine Scenic Committee Program included the purchase and distribution to individuals and organizations of litter bags, litter bag hangers and printed material. A free loan library of slides and color films had 605 separate showings and 18,150 viewers. Most of these viewers were Maine school students. Educational materials for Maine school children were revised and expanded. A teaching kit on litter, solid waste and the use of resources in Maine was written and published for children in the 4th, 5th and 6th grades. Teachers requested 2,200 copies of the kit. A survey was made at the end of the school year for student and teacher reaction to the kit. Numerous requests for information on litter, outdoor advertising laws and community improvement projects were filled. The Committee ran an anti-litter art competition for students and presented winners to the Governor.

Promotion. The Sears, Roebuck/Keep Maine Scenic Community Award program was continued. Both auto and wilderness camping litter bags were redesigned and widely disseminated through state agencies and private organizations.

A wilderness litter clean-up program was organized and carried out for 1981. Public service newspaper ads and radio spots were made and distributed. The Carry In-Carry Out program for litter control in Maine's backcountry was widely promoted with a poster and litter bags.

Research. The effects of several proposed changes to Maine's returnable bottle law and litter law were researched and presented at public hearings held by the Business Legislation Committee, and other legislative committees.

The national headquarters of several of the fast food chains operating restaurants in Maine were questioned as to objectives in packaging and plans for the future use of biodegradable materials.

PUBLICATIONS:

The Maine Litter Control Act
Visual Pollution—film catalog
Model Municipal Sign Ordinance
Anti-Litter Posters
Litter Barrel Labels

Carry In-Carry Out decal
Litter Bags
Classroom Kit on Litter and Waste

All publications are available at no charge.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,493	24,493				
Retirement	4,312	4,312				
Rents	25	25				
Commodities	586	366	220			
Transfers to Other Funds	92		92			
Other Contractual Service	6,448	5,962	486			
TOTAL EXPENDITURES	35,956	35,158	798			

DIVISION OF SPRUCE BUDWORM MANAGEMENT

A. TEMPLE BOWEN, Forest Insect Manager
ANCYL THURSTON, Supervisor of Forestry Operations

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401
Average Count—All Positions: 28 *Legislative Count:* 0

PURPOSE: The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, (7) provision of regulatory review, and (8) provision of utilization and management assistance programs (MRSA Title 12, Sub-chapter IV-A, Section 8421-8430).

ORGANIZATION: This Division was established in 1976 under provisions of the Spruce Budworm Suppression Act. In April of 1980, major changes in the Act were made by the Legislature through Chapter 737, P.L. 1980. Briefly, the following amendments were made to change the direction of the program to more effectively accomplish the objectives and purpose: (1) the Spruce Fir Protection District was reduced by 112 towns, (2) project funding was modified to provide for a "spray" tax and to eliminate general fund participation, (3) a Settlement Region was created within which special spray policies were adopted, (4) a budworm research program was established, (5) an accelerated woodlot management assistance program was initiated, (6) a wood supply-demand study was authorized and (7) money was appropriated to fund a Human Health Monitoring Program.

In May of 1981 further amendments provided for (1) a revised pre-funding mechanism (2) payment for spraying services on public lands and (3) a voluntary protection program, which landowners could join for a period of five years.

PROGRAM: The major activity for the 1981 fiscal year was the conduct of the 1981 suppression project. This project was planned to treat 1,100,000 acres with chemical and biological insecticides at an estimated cost of $7,000,000. Included in the project were several environmental monitoring studies including the effects of insecticides on pond microinvertebrates, bird behavior, fruit set, bird reproduction and aquatic Trichoptera.

Research projects were conducted on a variety of subjects including (1) sex pheromones (2) utilization of dead and damaged spruce and fir in pulp production, (3) accelerated use of fir for lumber (4) use of phytochemical feeding deterrents, (5) the use of Entomophthora fungi for budworm control (6) spruce-fir log exports and (7) a wood supply/demand analysis.

Beginning July 1, 1981 the General Fund committed $175,000 to support an expanded woodlot management assistance program. These funds were matched by the U.S. Forest Service. The program provides technical assistance and advice to small woodlot owners relative to the implementation of integrated pest management practices.

PUBLICATIONS:

Alternatives to State Management of Spruce Budworm Spraying—1979, 198 pp.

A Technical Review of Planning and Guidance Procedures in Maine's Spruce Budworm Spray Operations—1979, 63 pp.

Programmatic Environmental Impact Statement for Maine—1981, 79pp.

Effectiveness of Spraying—1979, 95 pp.

Environmental Monitoring of Cooperative Spruce Budworm Control Projects, Maine—1976 & 77, 1978, 1979.

Forest Insect Managers Report—1980, 94 pp.

Spray Deposit Assessment for Suppression Projects 1979 & 80, 51 pp.

Spruce Budworm in Maine—Operational Reports for 1976, 77, 78, 79 & 80.

Spruce Budworm Research in Maine; A User's Guide, 1979, 175 pp.

The Maine Forest Review: Special Issue on the Spruce Budworm 1980, 52 pp.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPRUCE BUDWORM MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	667,074	83,548	572,260		11,266	
Retirement	106,084	14,459	89,922		1,703	
Computer Services—Comm	1,712		1,203		509	
Computer Services—State	20,000		20,000			
Rents	7,823	246	7,014		563	
Commodities	91,394	2,683	81,063		7,648	
Grants—Subsidies—Pensions	90	15	75			
Buildings and Improvement	2,280		2,280			
Equipment	202,847	22,719	179,897		231	
Transfers to Other Funds	38,805		34,418		4,387	
Other Contractual Service	7,058,223	228,242	5,358,893		1,471,088	
TOTAL EXPENDITURES	8,196,332	351,912	6,347,025		1,497,395	

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN
HERBERT HARTMAN, Director

Central Office: AMHI—Harlow Building *Telephone:* 289-3821
Mail Address: Statehouse Sta. #19, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 065; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was inactive during FY 81.

COUNCIL OF ADVISORS ON CONSUMER CREDIT

LYNN K. GOLDFARB, CHAIRWOMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: During FY 81 the Council sponsored several educational programs: the development of public service announcements for television to promote the Bureau's publications and programs; and four workshops for creditors to assist them in complying with consumer credit laws.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Protection.

MAINE CORRECTIONAL ADVISORY COMMISSION

STEPHEN DUBORD, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34 M.R.S.A., Sect. 525A

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the commissioner and to the Director of the Bureau of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the commissioner on December 31st of each year. The commission shall meet as often as necessary at the discretion of its chairman, and shall adopt its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission, composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: Throughout the calendar year, the commission studied the policies and program of the Bureau of Corrections and issued a report to the Governor, Legislature and Commissioner of Mental Health and Corrections as required by statute.

PUBLICATIONS:
Annual Report issued 12/31/75 (paid for by Paula Elkins)
Annual Report issued 12/31/76 (the commission itself has no funds for photocopying
Annual Report issued 12/31/77 and mailing)
Annual Report issued 12/17/79

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1973 *Sunset Review:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acted upon requests submitted by county offices to destroy specified records having no permanent value. The Maine State Archives has continued to provide technical assistance and cleaning and fumigation services for counties; and in cooperation with the Board is providing emergency records storage to county officers as well as security microfilm storage. County officers attended ongoing workshops conducted by the Maine State Archives on document restoration.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1981: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

CRIMINAL LAW ADVISORY COMMISSION

PETER G. BALLOU, CHAIRMAN
MICHAEL SAUCIER, Staff Attorney

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2146
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: May 1, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 139; *Citation:* 17A M.R.S.A., Sect. 1351
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

MAINE CRITICAL AREAS ADVISORY BOARD

BETTY BROWN, CHAIRMAN
HARRY R. TYLER, JR., Program Manager

Central Office: 189 State Street, Augusta *Telephone:* 289-3154
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, scientific, or historic values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: During FY 81, the Critical Areas Advisory Board met three times: September 16, 1980 (Machias), January 16, 1981 (Augusta) and May 8, 1981 (Augusta). Based on the Board's advice, a number of areas were added to the Register, bringing the total to 351. Six areas were added to the list of areas that meet the Guidelines of the program but were not registered because the landowners could not be contacted or because registration would be detrimental to the conservation of the area.

The Board also approved of the contents of the planning reports on whitewater rapids, Coastal Raised Peatlands and the Natural Old Growth Forests. The Board's advice on how to judge which features of each type are of statewide significance was particularly noteworthy.

Further, the Board advised the State Planning Office on interagency efforts to identify and register critical areas and priorities among potential tasks.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils

Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers & Least Terns
Ginseng
Small Whorled Pogonia
Ram's-head Lady's Slipper
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy/Azalea
Prairie White Fringed Orchid
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High Diversity Areas

Wading Birds
Eiders
Horsehoe Crab
Mountains
Mountain-laurel
Sassafras
Tupelo
Katahdin Arctic Butterfly
Alpine Tundra Vascular Vegetation
Casco Bay Bedrock Geology
Atlantic White Cedar
Coastal York County Bedrock Localities
Yellow Nose Vole
Auricled Twayblade
Scarlet Oak
Bog Elfin

White Oak
Eskers
Petroglyphs
Brachiopods
Common Terns, Arctic Terns and Roseate Terns
Furbish's Lousewort
The *Astarte* spp.
Brittle Stars
Waterfalls
Shagbard Hickory
Waterfalls
Coastal Peatlands
Priapulids
White Pine
Petruglyphs
Gorges
Old Growth White Oak
Old Growth Shagbark Hickory
Eskers
White Pine
Gorges
Maine's Peatlands
Whitewater Rapids
Coastal Raised Peatlands
Brachiopods
Priapulids
Whitewater
Peatlands

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Rhododendron
Alcids
Leach's Storm Petrel
Oysters
Mountain Laurel
Eider Docks
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1981: Expenditures amounted to $39,745 in FY 81 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37A M.R.S.A. Sect. 1

Average Count-All Positions: 131 State, 553 Federal
Legislative Count: 142 State, 618 Federal

Organizational Units:
Military Bureau
Bureau of Civil Emergency Preparedness
Bureau of Veterans Services
Maine Veterans Memorial Cemetery
Interstate Civil Defense and Disaster Compact

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

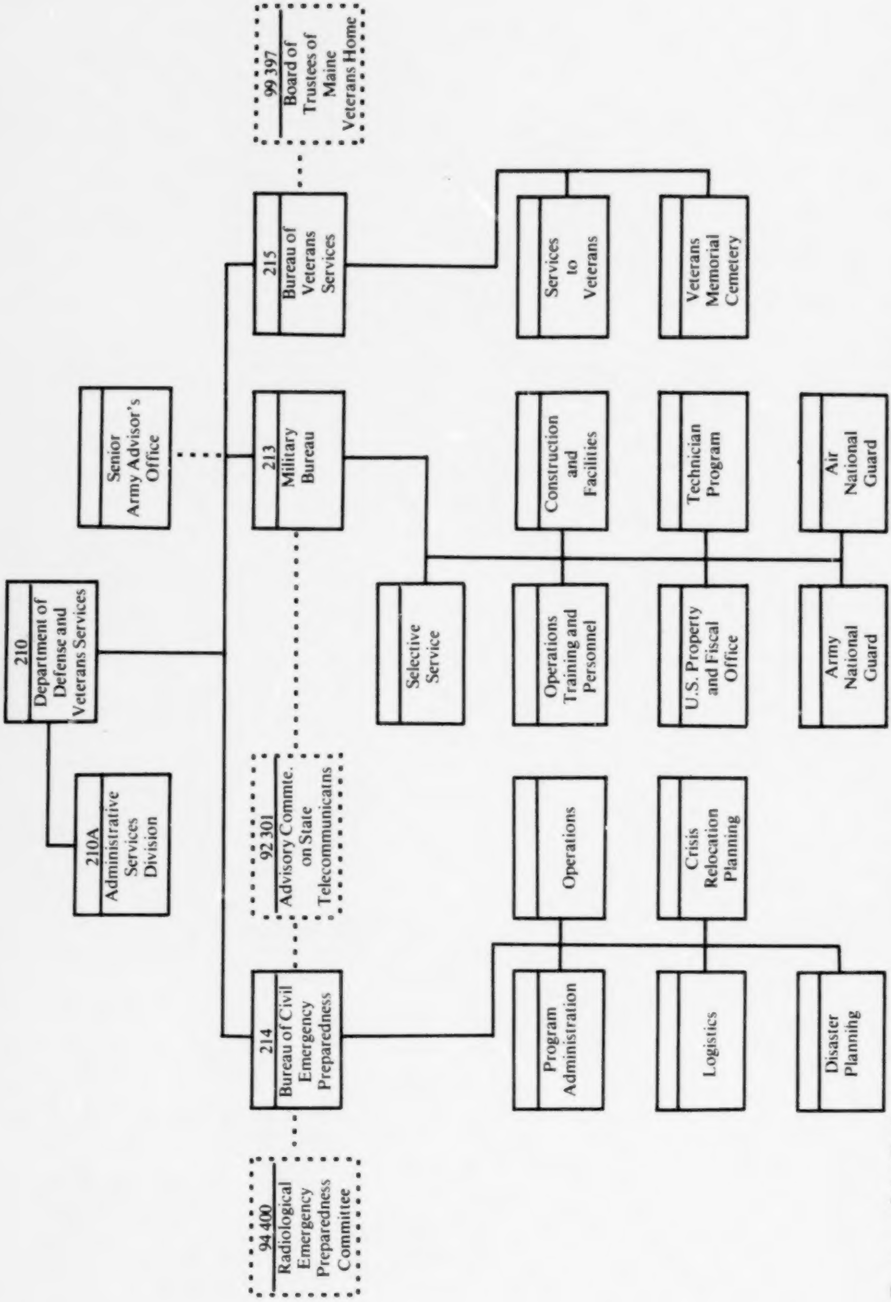
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Buildings and Improvement	663,363	663,363				
Other Contractual Service	98,003	98,003				
TOTAL EXPENDITURES	761,366	761,366				

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS SERVICES
UMB 15


210
Department of Defense and Veterans Services
210A
Administrative Services Division
Senior Army Advisor's Office
213
Military Bureau
215
Bureau of Veterans Services
99 397
Board of Trustees of Maine Veterans Home
214
Bureau of Civil Emergency Preparedness
92 301
Advisory Commte. on State Telecommunicatns
94 400
Radiological Emergency Preparedness Committee
Services to Veterans
Veterans Memorial Cemetery
Construction and Facilities
Technician Program
Air National Guard
Selective Service
Operations Training and Personnel
U.S. Property and Fiscal Office
Army National Guard
Operations
Crisis Relocation Planning
Program Administration
Logistics
Disaster Planning

Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	1,754,431	1,579,349			175,082	
Retirement	313,898	282,745			31,153	
Rents	10,254	8,847			1,407	
Commodities	615,664	610,509			5,155	
Grants—Subsidies—Pensions	823,177	517,251			305,926	
Buildings and Improvement	663,363	663,363				
Equipment	22,306	22,306				
Transfers to Other Funds	61,038				61,038	
Other Contractual Service	569,219	516,018			53,201	
TOTAL EXPENDITURES	4,833,350	4,200,388			632,962	

ADMINISTRATIVE SERVICES DIVISION
RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37A M.R.S.A., Sect. 1

Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The Administrative Services Division provides for centralized control in planning, budgeting, accounting, purchasing authorization, auditing, personnel management and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel was drawn from the Bureau's of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: During FY 81, the Division was able through coordination with all Bureaus and the United States Property and Fiscal Office in the Department, to live within the extremely austere budget despite escalating costs particularly in the utilities accounts. Personnel reductions which were affected in accordance with ceilings imposed by the Executive Audits of all Bureaus showed only minor deficiencies. Good employee relations were emphasized and with some degree of success.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	110,644	110,644				
Retirement	19,603	19,603				
Commodities	32	32				
Other Contractual Service	857	857				
TOTAL EXPENDITURES	131,136	131,136				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

CHARLES SHARPE, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333
Established: 1949 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37 M.R.S.A. Sect. 54
Average Count-All Positions: 19 *Legislative Count:* 14

Organizational Units:

Administrative Section
Communications Section
Disaster Assistance
Operations Section
Logistics Section
Interstate Civil Defense & Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disaster. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing emergency operating centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or recind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Federal Emergency Management Agency's allocation of federal matching funds for personnel and administrative services for fiscal year 1981 was $461,800. This covers the period of October 1, 1980 through September 30, 1981. These funds are distributed by the state headquarters with $312,107 available for 16 county headquarters and 83 locals and the balance of $149,693 assigned to the State of Maine Bureau of Civil Emergency Preparedness. Funding is comprised of 50% federal funds and 50% local funds. There was no increase in FY 81 over FY 80 and the amount of allocation necessitates stringent attention to expenditures.

Maintenance and recurring charges for the communications and warning systems is also funded on a matching 50% matching basis through project application submission by the separate entities upon approval of the applications by Region I. Due to federal funding limitations the total allocation for the state in FY 81 was $37,000. This amount marginally meets actual needs of properly maintaining the communication and warning systems throughout our state. During the last two years matching funds for the purchase of radios or warning sirens have not been available; consequently the improvement of these systems has been curtailed.

Direction and Control. Direction and control is maintained through the State of Maine Emergency Operations Center located in the lower level of the State Office Building, to the 16 County Centers and from them to their local communities within respective county boundaries. These structures (EOCs) furnish key state, county or local governmental officials with secure facilities, adequate control, and communications capabilities for coordination of essential governmental actions.

Emergency Communications. Emergency communications networks link the State Emergency Operation Center (EOC) with various public and private sectors. Through its Local Government Radio System (LGRS), the Bureau (MECEP) maintains communications with the sixteen (16) county CEP and four local Emergency Operating Centers. A microwave relay system provides remote control of two of the four base stations MECEP controls from Augusta for this purpose. The system includes 120 mobile and portable radios for field communications. The Bureau's teletypewriter system supplements the Local Government Radio System and provides "hard copy" capability between the state and county Emergency Operating Centers. Furthermore, remote control consoles provide access points into the communications systems of other state agencies, including the State Police, Department of Transportation, and the Department of Conservation, giving agency liaison personnel assigned to the State EOC direct access to their respective communications networks. The communications message center at the State EOC has been redesigned for improved efficiency.

Communications capacity at the local level has been enhanced by the addition of radio equipment to operate on fire and hospital frequencies. Two separate dedicated telephone circuits are being installed to support the Radiological Incident Plan for the Maine Yankee Atomic Power Plant at Wiscasset. One of these circuits interconnects all of the towns within the Emergency Planning Zone directly with the State EOC.

An Emergency Broadcast System studio establishes a point of contact for the State EOC with the various AM and FM broadcast stations in Maine associated with the Emergency Broadcast System, thus providing a system for disseminating warnings, and informational bulletins from the EOC. Quarterly statewide EBS testing has commenced to assure the ability of radio stations to carry a live emergency broadcast by the Governor or his designee. A phone patch capability has been added to enable access into the system from remote areas. Additional access to the public sector is gained through the use of the Amateur Radio Service (RACES) program in two meter and high frequency bands.

A weather loop teletypewriter in the State EOC, as well as the Bureau's EOC base station located in the National Weather Service forecast office in Portland, Maine provide communications with that facility. Further, radio, teletypewriters and dedicated telephone lines are utilized to link the State EOC with the regional headquarters in Massachusetts.

The communications section installs, maintains and engineers the development of the Bureau's various communications systems, reviews the Emergency Communications Development Plans of all county and local CEP agencies in the state, and provides training for the operators of the Bureau's communications equipment disseminated throughout the state.

Disaster Assistance. The Small Business Administration (SBA) declared Cumberland, Knox, Lincoln, Waldo, Washington and adjacent counties disaster areas as a result of a coastal storm of October 1980. The entire coast of Maine was declared a disaster area due to the red tide contamination in September 1980, which made unemployment compensation available to clam and mussel harvesters. Oxford County was declared a disaster area as a result of high winds in December 1980.

National Warning System (NAWAS). NAWAS is a Federal Emergency Management Agency (FEMA) dedicated nationwide party line telephone warning system operated on a 24-hour basis. It is utilized to provide a means of warning Federal, military and civilian authorities, State and local officials, and the civilian population of an impending enemy or actual attack upon the United States. NAWAS is also used for emergencies related to peacetime nuclear incidents, railroad disasters, downed aircraft, or impending natural disasters. Typical data disseminated this year was: severe thunderstorms, extremely high winds, coastal flooding, and special winter storm information/warnings. Additionally, the Bureau conducted semi-annual inspection, bi-weekly tests and monthly (Checkerboard) exercises to ensure continued reliability of the system and to train operational personnel in system capabilities. One additional NAWAS terminal was installed in Boothbay Harbor and additional terminals will be installed next year at the Caribou and Kittery Police Departments (high risk crisis relocation planning areas). The state is actively pursuing the ability to fan-out warning from NAWAS points to locations of audible warning devices in all Maine communities.

Plans. Within the CEP community, state, county and local governments are required by statute to develop and maintain a current Emergency Operations Plan (EOP) for response to major emergencies or disasters. All these emergency operations plans must be reviewed by the MECEP Plans and Training Section to ensure that federal guidelines have been incorporated at the county and local level. EOPs must be updated every four years in accordance with federal requirements. The Emergency Communications Plan (ECDP) and Warning Plans must be reviewed and updated every two years. Currently this Section has on file three hundred and sixty-four (364) EOPs. During FY 81, eighty (80) EOPs were initiated or revised. Three county EOPs have been revised in draft form for completion in early FY 82. A significant portion of this section's effort was devoted to the development of the State of Maine Radiological Incident Plan for the Maine Yankee nuclear facility preparation of a major exercise to test the plan during the first quarter of FY 82 and the update and publication of the State of Maine Emergency Operations Plan.

Training. The primary purpose of the Plans & Training Section is to provide procedural expertise to county and local community officials in contingency planning and personnel training to increase the professionalism of county and local officials in coping with emergencies resulting from nuclear attack, man-made, or natural disaster. During FY 81 this section conducted twenty-one (21) training sessions involving over four hundred (400) State, county, and local officials. Two training courses were coordinated by the section for presentation by instructors from Federal Emergency Management Agency. The section is also responsible for coordinating training of State agency personnel at FEMA conducted/sponsored Peacetime Radiological Planning and Response courses. Nine (9) persons from Maine attended these courses this fiscal year. This section also administers the distribution of films from the Bureau's film library to schools, private organizations and volunteer activities.

Additionally, approximately one hundred and fifty (150) school groups were given a short lecture and tour of the facilities.

Radiological Defense. Radiological defense is an ongoing program of radiological education and equipment deployment. The program's goal is to educate citizens, volunteers (police, fire, rescue and CD) in the basic factors of nuclear radiation, radiation detection and radiation safety techniques. Annually, state and county CEP personnel train approximately 400 citizens in these special techniques. A major and integral part of the radiological program is the Radiological Maintenance and Calibration Facility which repairs, calibrates and deploys radiological kits throughout Maine. This facility is 100% federally funded.

During this past year Radiological Defense personnel have been deeply involved in emergency planning and physical support for citizens near the Maine Yankee Atomic Plant and the Point Lepreau Nuclear Facility. Radiation detection kits have been relocated in three counties to meet present Nuclear Civil Protection requirements. Reconfiguration of kits in the remaining thirteen (13) counties will be completed as NCP planning is completed.

State of Maine Radiological Incident Plan. During this past fiscal year the State of Maine Radiological Incident Plan re: Maine Yankee was completed. Completed plans were forwarded to all concerned federal, state, county and local levels of government in June 1981. Additionally, citizens residing within the Emergency Planning Zone (EPZ) were provided copies of the emergency procedures. This pamphlet is designed to provide concerned citizens with specific emergency instructions/procedures in the event of an "incident" at the Maine Yankee Plant.

Subsequent to the publication of the State of Maine Radiological Incident Plan, the Maine Bureau of Civil Emergency Preparedness will conduct an exercise of the plan which will involve numerous elements of Maine State Government, two county governments, and twenty (20) local communities which are located within the EPZ. This exercise is scheduled to be conducted in late September 1981. On Wednesday, 7 October 1981 a public hearing of the plan will be held in Wiscasset, Maine which will provide an opportunity for concerned Maine citizens to review and question the logic of emergency procedures.

Point Lepreau. During this reporting period representatives of the Bureau met with representatives of Emergency Measures Organization (EMO), New Brunswick, Canada, to formulate basic emergency response concepts in the event an "incident" occurs at this nuclear facility. This facility presently under construction at Point Lepreau, New Brunswick, Canada, is expected to become operational late spring 1982. Prior to that date, it is confidently anticipated that the state's contingency plan which pertains to citizens within Washington County will be completed, tested and implemented in the fall of 1981. To date, the Maine Bureau of Civil Emergency Preparedness has conducted one public meeting for interested citizens of Washington County and one additional public meeting is programmed subsequent to the publication of the plan. This procedure will provide an opportunity for all concerned Washington County residents to question all aspects of the new plan.

Natural Disaster. In conjunction with the emphasis by the Federal Government on State administration of disaster related temporary housing, the Natural Disaster Officer is working with the Maine State Housing Authority to develop a State Administrative Plan for the Temporary Housing Program. This plan will provide for State administration and direction of temporary housing with technical advice and funding to be provided by the Federal Government. Work is also in progress on updating and clarifying sections of the Natural Disaster Plan that provide for special care needs such as crisis counseling, consumer protection, and legal services.

Members of the Bureau and the Governor's Advisory Liaison Team participated in a three day instructional seminar sponsored by the Federal Emergency Management Agency on Federal disaster assistance policies and programs.

In addition the 110th Legislature enacted legislation establishing procedures for protecting public safety and public and private property from ice jams and other flooding. Further, the Chief Medical Examiner for the State of Maine developed a plan for the management of fatalities in mass disasters that is being incorporated into the State Natural Disaster Plan.

The improvement grant for continuing natural disaster planning program management is to be awarded on a one-time, sixteen month basis, from June 1, 1981 to September 30, 1982, to make the program grant period coincide with the Federal fiscal year.

Nuclear Civil Protection. Survival of the greatest number of people in the event of nuclear attack is the goal of "Nuclear Civil Protection (NCP) Planning." This Federal Emergency Management Agency (FEMA) Program is directed toward providing decision making officials and the President with two basic protective options for the American public: 1. In-Place Shelter—protecting people essentially in-place, at or near their place of residence and/or 2. Crisis Relocation—the orderly relocation of people, in time of international crisis, from areas of potentially high risk from the direct effects of nuclear weapons to low risk host areas including their reception, care and protection in the host area.

MECEP through a contract with FEMA has three planners working full time (100% federally funded) on the Nuclear Civil Protection Program in Maine with the assistance of State and County Civil Emergency Preparedness Staff. FEMA has identified 8 areas in Maine that may be potential targets for an aggressor in a nuclear attack. These potential target areas are classified into 3 priority categories:

Category I	Locations of strategic offensive military forces: Limestone, Aroostook County Kittery, York County
Category II	Locations of high value military installations: Cutler, Washington County Brunswick, Cumberland County Bath, Sagadahoc County
Category III	Locations of urban/industrial complexes Portland, Cumberland County Bangor, Penobscot County Lewiston-Auburn, Androscoggin County

In-Place Shelter Planning. Bureau NCP Planners and State and County staffs are required to update existing shelter capabilities and to develop new shelter operations plans; these plans must include emergency public information to provide direction and information for the public to know "Where to go" and "What to do". As the local shelter posture changes, local plans must reflect that change. Planning for this option is based on limited warning of a nuclear attack and is designed to cover any of the three (3) categories of threat: direct weapons effects in risk areas—blast, heat, direct radiation; direct weapons effects in fringe areas—fire, light blast, radioactive fallout; and in-direct weapons effects in non-target low risk areas—radioactive fallout. Action occurring in the area is based on recommendations made as a result of a nuclear attack analysis. Emphasis is based on best available shelter at or near one's location when receiving the warning. Since Maine is primarily rural, upgrading home basement shelters is of first priority, and public shelter construction is second priority. Currently the Bureau is completing In-Place Shelter Planning for Washington, Cumberland, Sagadahoc, Lincoln, Knox and Aroostook Counties. During Fiscal Year 1982 MECEP will be developing In-Place Shelter plans for Hancock, Penobscot, Piscataquis and York Counties. MECEP has also completed initial planning in the Bath-Brunswick Risk and Host areas with a successful table-top exercise conducted in February 1981.

Crisis Relocation Planning. Crisis Relocation Planning (CRP) is a national effort to develop plans (and related systems and capabilities) to relocate people from potential target areas during an increased readiness period that could escalate to a nuclear attack. MECEP has completed planning in the Washington County Area to the extent that a tabletop exercise was satisfactorily conducted in May of 1980.

MECEP will complete initial planning for the Limestone and Kittery Risk areas during FY 1981, and focus on the Bangor Risk area during FY 1982. The State will also continue the development of mini-crisis relocation plans, at the municipal level, for some 247 local jurisdictions.

Emergency Public Information. Under the Nuclear Civil Protection effort the development of Emergency Public Information is vigorously being pursued. MECEP has placed newly developed camera-ready newspaper columns with all Maine daily and weekly newspapers. The bureau is developing separate detailed camera ready "In-Place Shelter Instruction" on a county basis, and "Evacuation instructions" on a Risk-Host area basis that will be placed on standby with key newspapers with appropriate distribution plans. The Federal Emergency Management Agency with the bureau's assistance developed a synopsis of both the "in place and evacuation instructions" to be printed in telephone directories. The first in Maine will appear in the December 1981 northern Aroostook County telephone directory covering the Limestone Risk area and Aroostook County.

MECEP also will be placing emergency films "Public Safety Information" and "Protection in the Nuclear Age," in Maine television stations. Specific "In Place and Evacuation Instruction" films will be developed with FEMA's assistance. They will provide the public visually, on television, similar emergency information as that which is in the stand-by newspaper packages.

PUBLICATIONS:

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
Q&A—National Flood Insurance Program
Protection in the Nuclear Age
In Time of Emergency
Introduction to Civil Preparedness
Home Blast Shelter Designs
Home Fallout Shelter Designs

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	277,239	102,157			175,082	
Retirement	49,172	18,019			31,153	
Rents	1,407				1,407	
Commodities	7,400	2,245			5,155	
Grants—Subsidies—Pensions	305,926				305,926	
Transfers to Other Funds	61,038				61,038	
Other Contractual Service	83,494	30,293			53,201	
TOTAL EXPENDITURES	785,676	152,714			632,962	

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213;*Citation:* 37A M.R.S.A., Sect. 1

Average Count-All Positions: 86 State, 554 Federal *Legislative Count:* 92 State, 618 Federal

Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau , thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery battalion, a supply and service battalion, and a command and control headquarters. The latter two units administer the band, an ambulance company, a transportation truck unit, a heavy equipment maintenance company, a medical company, air ambulance, equipped with helicopters, and a public information detachment.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

PROGRAM: During FY 81 the Maine National Guard reached a strength of 107 percent of authorized. It was second only to North Dakota among the states in strength maintenance. Both the Army and Air Guard were at 107 percent.

Weather conditions in the winter and spring were such that there was little or no flooding and no National Guard call ups were necessary for storm or flood protection. All Maine Army and Air National Guard units successfully completed training evaluations, Operational Readiness Inspections and Inspector General Inspections. Both in the management and training areas the Maine National Guard received top marks from the Strategic Air Command, the National Guard Bureau, and the First Army.

Federal funding continued at a satisfactory level and represented over 93 percent of the total budget of the Military Bureau.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	998,758	998,758				
Retirement	180,579	180,579				
Commodities	599,046	599,046				
Grants—Subsidies—Pensions	81,165	81,165				
Equipment	21,206	21,206				
Other Contractual Service	323,461	323,461				
TOTAL EXPENDITURES	2,204,215	2,204,215				

BUREAU OF VETERAN'S SERVICES

EMILIEN A. LEVESQUE, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 289-3441
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37A M.S.R.A. Sect 11

Average Count—All Positions: 26 *Legislative Count:* 26

Organizational Units:
Field Offices (7)
Maine Veterans Memorial Cemetery

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine war veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of field offices, assists veterans and their dependents in claiming and obtaining the various State and federal benefits to which they are entitled in connection with service in the armed forces of the United States. The Bureau also administers a program of emergency financial aid to needy dependents of incapacitated or deceased veterans; awards educational benefits to children or spouses of persons who died or became totally disabled because of service in the armed forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps records of service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans and members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a central office and seven field offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board, established in 1973, is associated with the Bureau primarily through the Director of Veterans Services, who serves as a member of the Board and appoints its manager with approval of the Board.

PROGRAM: Veterans services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 846 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven field offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of action by the V.A., or appeals on disputed cases were filed. The Bureau as a whole had 77,079 contacts by veterans or dependents on veterans affairs. $3,291,653 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 487 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or become totally incapacitated from performing any type of employment. The 487 families consisted of 2,243 dependents.

Veterans Dependents Educational Benefits. Under this program up to $300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, wives or widows of veterans who become totally disabled or died as a result of service in the armed forces of the United States. 361 persons were assisted during the year, however new applicants who are awarded benefits after 6/30/80 receive either full tuition in any state supported institution or up to $300.00 per year if attending a school of collegiate grade.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 174 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. The Board actually guarantees approved business loans up to 80% on amounts up to $30,000.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the armed forces of the United States. Approximately 343,000 such records are now in the files of the Bureau.

Maine Veterans Memorial Cemetery. During the year 361 burials were made, of which 291 persons were veterans, 67 were wives (or widows) and 3 were dependent children; and 181 reservations for burial were made by surviving veterans or spouses. At the end of the year, 2,985 persons were buried in the Cemetery, and there were 1,765 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Veteran Small Business Loan Guaranty Benefits.

The Bureau issues a Certificate of eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1979 Edition.
Informational Pamphlet on World War Assistance.
Maine Veterans Memorial Cemetery (Brochure).

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	367,790	367,790				
Retirement	64,544	64,544				
Rents	8,847	8,847				
Commodities	9,186	9,186				
Grants—Subsidies—Pensions	436,086	436,086				
Equipment	1,100	1,100				
Other Contractual Service	63,404	63,404				
TOTAL EXPENDITURES	950,957	950,957				

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER, DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Deferred Compensation Plan* (controlled distribution to new State employees).

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

JOHN E. MENARIO, CHAIRMAN
NATHANIEL H. BOWDITCH, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A. Sect 916
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the Maine Development Foundation has been established to "foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

As an independent corporation, the Foundation has broad powers it can use in pursuit of this goal. The Foundation is in business to (a) help existing Maine businesses prosper and grow, (b) assist entrepreneurs to establish new enterprises in Maine, and (c) attract additional commerce and industry to Maine. The primary objective of the Maine Development Foundation is to establish a creative partnership of private and public leaders working to generate economic development in Maine.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

The Foundation's First Annual Corporator's Meeting was held on October 18, 1979 which concluded the Foundation's organizational phase which had been directed by an Organizing Committee chaired by John E. Menario. At the meeting, the Corporators of the Foundation elected a board of Directors and Officers, adopted corporate bylaws, and officially appointed the Foundation's President, Nathaniel H. Bowditch.

The Foundation's second annual meeting was held on November 5, 1980, at which time the 203 Corporators elected the Board of Directors (John Menario, Chairman) and officially re-appointed Nathaniel Bowditch, President and CEO.

PROGRAM: The Foundation's Board of Directors is guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine, by virtue of its independence, corporate character, and close ties with the private sector, adopted the following goals and objectives for 1981:

Goals. To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

Objectives. There are six major objective areas.

Industry Development: Concentrate on a few key industries and help implement higher value-added manufacturing/processing activities with: wood and paper processing, the fishing and poultry industries.

Finance: Help the Maine Capital Corporation to continue to operate successfully and become an effective organization in structuring development finance packages.

Business, Industrial & Community Development Assistance: Through an active public/private partnership and helping relationships with other development interests, mobilize and package private and public resources to seize near-term development opportunities by: establishing the capability to provide advanced industrial/commercial development assistance; providing business assistance services to Maine companies; providing development project packaging services to Maine communities and/or development organizations; and evaluating the prospects for direct MDF participation in development projects, in concert with other public and private development organizations.

World Trade: Help implement an effective public/private program to encourage world trade and selective foreign investment.

General: Be alert and aggressively pursue major development opportunities and issues which arise during the year.

Organizational Development: Further establish the MDF as a strong, independent progressional force for economic and business growth in Maine.

PUBLICATIONS:

Prospectus, The Maine Development Foundation—Free
Brochure—Synopsis of the Maine Development Foundation—Free
Newsletters—Put out by the Foundation to its corporators periodically—Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	101,285	101,285				
TOTAL EXPENDITURES	101,285	101,285				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

BERNARD HENRI, Ph.D., CHAIRPERSON
JOHN GREENE, PLANNING COORDINATOR

Central Office: Room 411, State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: October 1, 1975 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34 M.R.S.A., Sect. 2614

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The purpose of the State Planning and Advisory Council on Developmental Disabilities is to serve as an advocate for persons with developmental disabilities. In implementing this purpose the Council supervises the development of, and approves the State plan; monitors and evaluates the implementation of this State plan; reviews and comments on all State plans in the State which relate to programs affecting persons with developmental disabilities; and submits to the Secretary, Department of Health and Human Services, through the Governor, such periodic reports on its activities as the Secretary may reasonably request. The Council is part of the vehicle through which Maine receives assistance and meets the eligibility requirements for the Act entitled "Developmental Disabilities Facilities and Services Construction Act of 1970" enacted on October 30, 1970 by the United States Congress, amended by the Developmental Disabilities Assistance and Bill of Rights Act of 1975, enacted by Congress on October 4, 1975, and amended by the Rehabilitation, Comprehensive Services and Developmental Disabilities Act of 1978, enacted by Congress on November 6, 1978.

ORGANIZATION: The Council has a chairperson appointed by the Governor, a Vice-chairperson elected by the Council and the Executive Committee. The Council also has committees which are designed to accomplish specific tasks. Additionally, the Council has a regional committee structure which includes consumer, private agency, and State agency representatives in each of the 6 regions utilized by the Bureau of Mental Retardation.

PROGRAM: The State Planning and Advisory Council on Developmental Disabilities develops a three year plan for meeting the service needs for developmentally disabled persons. The Plan is updated and amended annually to reflect current service and administrative priorities. The Direct Services grant system is another major aspect of the program. The grants are selected by the Council's Planning Process and are administered by the Department of Mental Health and Corrections through the Bureau of Mental Retardation. Ninety days after close of the 1st regular session of the 110th Maine Legislature, administrative responsibility will be shifted from the Bureau of Mental Retardation to the Department of Mental Health and Corrections.

PUBLICATIONS:

1976-80 State Plans
Developmental Disabilities Formula Funds Program Evaluation
A Primer on Special Education for Parents
A Free, Appropriate Public Education for Handicapped Children
D.D. Dispatch (newsletter-published bi-weekly)
Housing and Service Needs of the Developmentally Disabled.
Guidebook for the Development of Housing for the Disabled
Adult Education for the Handicapped
The Community Integration Manual

FINANCES, FISCAL YEAR 1981: 34 MRSA Sect 2614 paragraph 2 provides that expenditures of this unit, which amounted to $253,264 in FY 81, shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded during the previous fiscal year.

EASTERN STATES EXPOSITION ADVISORY BOARD

CLARENCE F. McKAY, SR., CHAIRPERSON

Central Office: 87 Lincoln Avenue, Gardiner *Telephone:* 582-6012
Mail Address: 87 Lincoln Avenue, Gardiner, Maine 04345

Established: June 15, 1979 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect 403

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

EDUCATIONAL LEAVE ADVISORY BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: Throughout FY 1981, the Educational Leave Advisory Board processed 18 requests. One request was denied and one was withdrawn. Two recipients received full salary and tuition; five received full salary without tuition; two received partial salary without tuition and seven were not provided any salary or tuition benefits. Thirteen leaves were for full-time attendance, with eight of these for 52 weeks or more. Three leaves were for part-time attendance for an average of 26 weeks. A wide variety of degree disciplines were represented, but the majority were in the mental health and human services areas.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

THOMAS O. WILLIAMS, CHAIRMAN

Central Office: Education Bldg.; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 095; *Citation:* 20 M.R.S.A., Sect. 71

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The purpose of the Post-Secondary Education Commission of Maine, as established in the legislation, is to conduct comprehensive planning for post-secondary education in Maine, including planning in cooperation with the New England Board of Higher Education and other New England states; to assure the development, maintenance and accessibility of diversified post-secondary educational opportunities of high quality for Maine citizens; and to seek efficient use of limited resources through promotion of voluntary coordination and cooperation among institutions and educational sectors and through encouragement of efforts to avoid unnecessary duplication of institutions, programs and facilities. Such comprehensive planning shall take into consideration the educational, cultural, social and economic contributions to Maine of all of the post-secondary educational institutions in the State. It is the intent of the Legislature that such comprehensive planning shall lead to a cohesive system of post-secondary education involving all of the public, private non-profit and proprietary post-secondary educational institutions in the State.

ORGANIZATION: PECOM is comprised of 16 members drawn from the following groups:

Two members of PECOM shall be from the University of Maine, Board of Trustees. There is one position for a member of the State Board of Education, one position for a member of the Maine Delegation of the New England Board of Higher Education, one position for a member of the Board of Trustees of the Maine Maritime Academy. The Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services shall serve as ex officio members of PECOM. Three positions on PECOM are assigned to representatives of private nonprofit institutions of post-secondary education in Maine. Such representatives are appointed by a subcommittee of the Higher Education Council of Maine composed of private college members. This subcommittee is limited in its choice of representatives to members of the Higher Education Council of Maine, but also can consider administrative officers and members of the governing boards of any private nonprofit institution of post-secondary education. The terms of members are 4 years.

One position on PECOM shall be assigned to a representative of proprietary institutions of post-secondary education in Maine. This representative shall be a chief executive officer or member of the governing board of a federally recognized proprietary institution, as defined in section 1201 of the Higher Education Act of 1965, of post-secondary education and shall be appointed by the Governor for a 4-year term. There shall be no limitation on the number of terms a person may serve.

Four positions on PECOM are assigned to members of the general public in Maine. Such members shall not, at the time of appointment to or during any time of membership on PECOM, be employees of, or members of the governing body of, a public, private non-profit or proprietary institution of post-secondary education in Maine. Representatives of the general public in Maine shall be appointed to PECOM by the Governor for 4-year terms. The chairperson of PECOM shall be appointed by the members of the commission from among the 4 public members. Appointment of the chairperson shall be in accordance with procedures adopted by PECOM. The term of the chairperson shall be coterminous with that member's term on the commission. There shall be no limitation on the number of terms as chairperson an individual may serve, provided that such a person continues to be a member in good standing of PECOM.

All members of PECOM serve without pay, but are reimbursed for travel and other expenses incurred in the performance of their official duties. Furthermore, all members serve until their successors have been duly appointed and qualified. PECOM meets quarterly. However, meetings shall be held upon call of the chairman on 5 days written notice to the members.

Standing committees of the Post-secondary Education Commission are; Student Financial Assistance Committee, Inter-change Committee, Information and Systems Committee, Licensing, Certification and Consumer Protection Committee, Careers Committee, and Goals and Long Range Planning Committee.

PROGRAM: Throughout FY 81, PECOM has been involved in planning activities at the post-secondary level.

Financial Aid Publications. The Commission has published a resource booklet on State and National financial aid programs available to students for post-secondary education. This publication is entitled, *Students Financial Aid Guide to Post-Secondary Education.*

Inter-Change Committee. The Commission sponsored a statewide meeting of academic deans in the fall of 1980. The purpose of this meeting was to facilitate inter-institutional cooperative planning.

Information and Systems Committee. The Commission is currently participating in a project along with representatives of the public and private sectors of post-secondary education and the Department of Educational and Cultural Services. It is designed to maximize the effectiveness of the Higher Educational General Information Survey. This post-secondary education data program will assist in educational research, information exchange, and policy decision-making. The Commission also funded the publication entitled, *Post-Secondary Educational Opportunities in Maine 1981-82* in cooperation with the University of Southern Maine.

Licensing, Certification and Consumer Protection Committee. The Commission studied and prepared regulations regarding non Maine schools offering courses and/or programs in the State. These regulations were developed in conjunction with the Department of Educational and Cultural Services.

Careers Committee. The Commission sponsored a statewide meeting of Career Counselors at post-secondary institutions, and has participated in career planning activities.

The Commission also assisted counselors by the publication of a directory of career counselors and in attempting to obtain for the counselors employment data.

Goals and Long-Range Planning Committee. This Committee met and continues to review potential activities for the Commission. The most important activity is the supervision of a major study of the economic impact of higher education in the State of Maine.

PUBLICATIONS:

Post-Secondary Education Commission of Maine—Planning Proposal for Fiscal Year 1974, 1975, 1976, 1977, 1978, 1979, 1980—Free

Post-Secondary Educational Opportunities in Maine—1981-82—Free

State of Maine Student Financial Aid Guide to Post-Secondary Education—1980-81—Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,133	3,133				
Retirement	527	527				
Rents	17	17				
Commodities	44	44				
Other Contractual Service	1,647	1,647				
TOTAL EXPENDITURES	5,368	5,368				

EDUCATION COMMISSION OF THE STATES

WILLIAM MILLIKEN, GOVERNOR OF MICHIGAN, CHAIRMAN
State of Maine Contact: HAROLD RAYNOLDS, JR., Commissioner, Educational and Cultural Services
ROBERT ANDRINGRA, Executive Director

Telephone: 303-861-4917
Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20 M.R.S.A., Sect. 2903

Average Count—All Positions: 170 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-five states, Puerto Rico and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The legislation of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 170 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention. The largest project is the National Assessment of Educational Progress.

PUBLICATIONS:
A Legislator's Guide to Collective Bargaining in Education.
A Legislator's Guide to the Year-Round School.
School Finance Reform: The Whys and Wherefores.
School Finance Reform: The Wherewithals.
The State-Level Property Tax: Implementation and Administration.
Newsletters: Legislative Review and ECS Bulletin.
Bimonthly magazine: Compact ($6/year).
Equal Rights for Women in Education: A Resource Handbook for Policy Makers ($2.50).
For information write: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $18,890.81 in FY 81 and are, by administrative decision, included with those of the Maine Education Council.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

HAROLD RAYNOLDS, JR., COMMISSIONER
RICHARD W. REDMOND, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20 M.R.S.A., Sect. 1

Average Count—All Positions: 895 *Legislative Count:* 940

Organizational Units:
- State Board of Education
- State Museum (Bureau)
- Maine State Commission on Arts and Humanities
- Maine Historic Preservation Commission
- Governor Baxter State School for the Deaf
- Bureau of Vocational Education
- Bureau of School Management
- Bureau of Instruction
- Maine State Library (Bureau)
- Maine Education Council

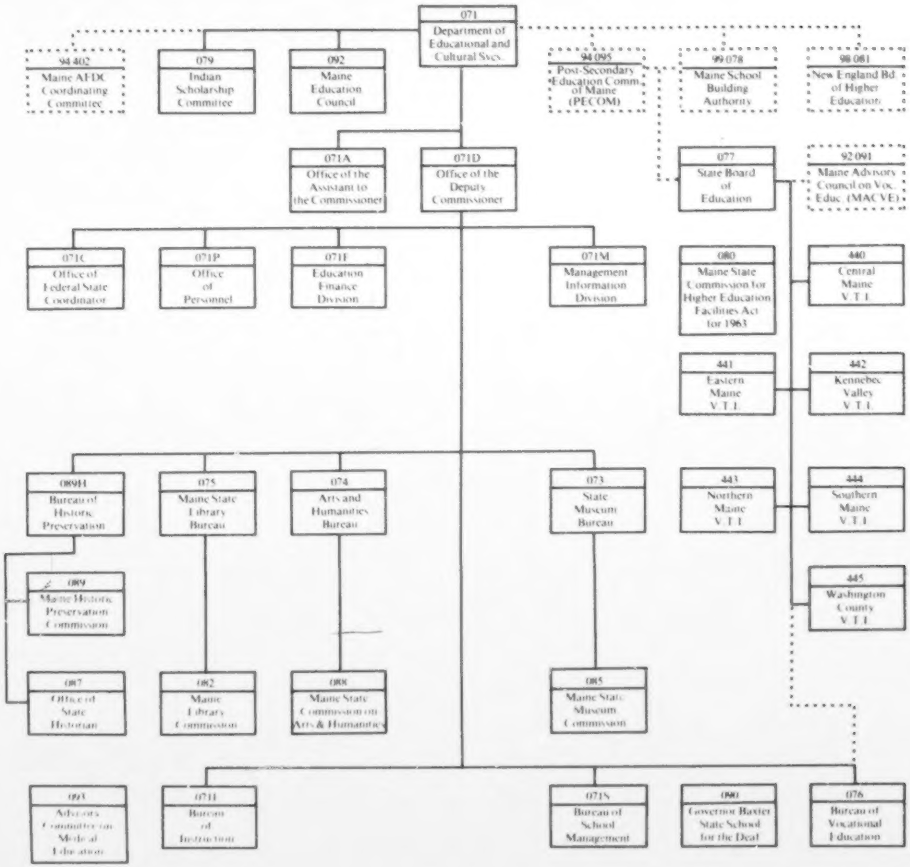
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Health, Education and Welfare in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement

ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05


071
Department of Educational and Cultural Svcs.
94 402
Maine AFDC Coordinating Committee
079
Indian Scholarship Committee
092
Maine Education Council
94 095
Post-Secondary Education Comm. of Maine (PECOM)
99 078
Maine School Building Authority
98 081
New England Bd. of Higher Education
071A
Office of the Assistant to the Commissioner
071D
Office of the Deputy Commissioner
077
State Board of Education
92 091
Maine Advisory Council on Voc. Educ. (MACVE)
071C
Office of Federal State Coordinator
071P
Office of Personnel
071F
Education Finance Division
071M
Management Information Division
080
Maine State Commission for Higher Education Facilities Act for 1963
440
Central Maine V.T.I.
441
Eastern Maine V.T.I.
442
Kennebec Valley V.T.I.
089H
Bureau of Historic Preservation
075
Maine State Library Bureau
074
Arts and Humanities Bureau
073
State Museum Bureau
443
Northern Maine V.T.I.
444
Southern Maine V.T.I.
089
Maine Historic Preservation Commission
445
Washington County V.T.I.
087
Office of State Historian
082
Maine Library Commission
088
Maine State Commission on Arts & Humanities
085
Maine State Museum Commission
093
Advisory Committee on Medical Education
071I
Bureau of Instruction
071S
Bureau of School Management
090
Governor Baxter State School for the Deaf
076
Bureau of Vocational Education

Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,019,835	10,964,910	657,104		3,397,821	
Retirement	2,513,567	1,866,716	115,101		531,750	
Computer Services—State	221,848	83,575			138,273	
Rents	269,596	131,844	56,129		81,444	179
Commodities	2,974,599	2,185,719	490,491		290,125	8,264
Grants—Subsidies—Pensions	239,814,487	198,689,660	182,801		39,667,683	1,274,343
Purchases of Land	215,900					215,900
Buildings and Improvement	2,011,199	227,250	4,158			1,779,791
Equipment	1,148,694	717,657	126,476		131,111	173,450
Interest—Debt Retirement	889,580					889,580
Transfers to Other Funds	30,609,410	23,340,192	31,735		7,237,483	
Other Contractual Service	6,821,921	4,184,439	620,701		1,948,659	68,122
TOTAL EXPENDITURES	302,510,636	242,391,962	2,284,696		53,424,349	4,409,629

System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of January 1, 1977, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The Program of the Department is implemented through its component units.

LICENSES, PERMITS, ETC.:

- Div. of Certification and Placement
  - Certification:
    - Teachers
    - School Nurse
    - Driver Education
    - School Librarian
    - School Principal
    - School Superintendent
    - Counselor
    - Vocational Instructor
    - Substitute Teachers
    - Director of Services for Exceptional Children

- Special Teacher of Reading
- School Psychologist

Authorization

- Auxiliary Personnel

PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement,* May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs,* July 8, 1976

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification,* March 11, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval,* (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools

Maine Insight

Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction:

- Student Financial Aid Guide to Post-Secondary Education—1978
- Maine Issues
- The Maine Indian Land Claims Case: Pro and Con
- Manual for School Nurses
- Metric Sequence—K-6
- Resource Guide in Basic Skills
- A Parent's Gift
- Right to Read 1978 Needs Assessment
- Right to Read Tabloid—1979
- Maine Assessment of Basic Skills—1978

Laws, Regulations, and Guidelines

- Je Veux Decouvrir
- The Bilingual Education Act
- Guidelines for the Conduct of Home Instruction Programs
- Procedures and Standards for Basic Approval of Schools—Public and Private
- Kindergarten Curriculum Guide
- Guidelines for the Management of Pupil Records
- Student Suspension and Expulsion
- Freedom of Access (Right to Know)
- Student Rights and Responsibilities
- Protection of Pupil Rights (Hatch Amendment)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	212,281	182,019			30,262	
Retirement	36,385	30,967			5,418	
Rents	1,498	684			814	
Commodities	5,810	2,007			3,803	
Equipment	1,915				1,915	
Transfers to Other Funds	4,676				4,676	
Other Contractual Service	180,913	74,773			106,140	
TOTAL EXPENDITURES	443,478	290,450			153,028	

ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 27 M.R.S.A., Sect. 1B

Average Count—All Positions: 7 *Legislative Count:* 5

PURPOSE: The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to those established professional, cultural organizations with a gross, annual earned and unearned income of at least $40,000.

Project Grants. These monies are awarded to assist Maine's cultural and non-cultural (community arts councils, schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc.) organizations with an annual earned and unearned income of under $40,000, or to those organizations with an annual earned and unearned income of over $40,000 which do not meet the three year criteria of the Institutional Support Program.

Collections, Care, and Management Program. This program provides Maine organizations with funds for the conservation and interpretation of important works of art and/or historic materials in their collections. Guidelines, available from the Commission office, must be followed when applying for funding from this program.

Artists-in-Residence Program. Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

The Maine Touring Program and Visiting Artists. These programs provide local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. Priority in funding is given to residencies of visual artists, crafts persons and media artists, for poets and writers readings, and residency series. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater. The Visiting Artists Program lists visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

The Community Arts Councils Decentralized Grants Program. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance.

The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Arts Services Program: A Pilot Project. The purpose of the program is to provide business, marketing and the legal services to state, regional and community arts organizations and to creative artists. The program has been designed to speak to the business needs of organizations and artists. The project began in March 1980.

Conferences/Workshops/Meetings. The Commission sponsors, or hosts, a variety of conferences on the arts throughout the year. Frequently, the Commission works with other groups or organizations in developing conference materials, in providing mailing lists and in providing contacts with numerous information sources. Small workshops involving specific arts concerns are held frequently at the request of special interest groups, or individuals. Meetings of representatives of various arts disciplines are held on a regular basis as a part of the Commission's efforts to remain informed about trends and needs in the arts in Maine and to assist in the planning of grants programs.

PUBLICATIONS:

Calendar: A monthly calendar of arts and cultural events, free upon request.

Arts Bulletin: A summary of the important issues facing the arts in Maine, a monthly publication.

Maine Touring Program and the *Visiting Artists Program* have booklets which provide qualitative lists of the artists that have been approved for participation in each of the programs. Copies of the brochures may be had by writing or telephoning the Commission office.

Maine Cultural Directory: An index of the cultural resources and organizations, republished approximately every two years.

Guide to Grants and Services is revised and republished on a yearly basis.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Non-Profit Arts Industry in Maine: A booklet based upon survey information dealing with the impact of the arts on Maine's economy.

All are available at no cost.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	63,746	61,270			2,476	
Retirement	10,969	10,569			400	
Rents	1,067	589			478	
Commodities	3,583	1,356	126		2,091	
Grants—Subsidies—Pensions	505,248	86,076	1,480		417,692	
Transfers to Other Funds	6,244		55		6,189	
Other Contractual Service	55,377	20,238	1,093		34,046	
TOTAL EXPENDITURES	646,234	180,108	2,754		463,372	

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

JOHN SCARCELLI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 7;5:State; 2:Federal *Legislative Count:* 5

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for administration of the Per Cent for Art in Architecture law.

ORGANIZATION: The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The institutional grant program which utilizes a major portion of the Commission's federal program monies accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs funded include touring Visiting Artists, educational projects, aid for development of crafts, film, dance, theatre, mime, music, visual arts, and art conservation.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, a pilot project was begun, in March 1980, designed to speak to the business needs of organizations and artists. The purpose of the program is to provide business, marketing and legal services to state, regional and community arts organizations and to creative artists as well as to provide assistance with financial development.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $2,925.79 in FY 81 and are, by administrative decision, included with those of the Arts and Humanities Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

VENDEAN VAFIADES, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to plan and supervise the affirmative action and educational equity responsibilities for the Department, Vocational Education Institutions, and local educational agencies; and to supervise and guide the public information, printing, and mailing services provided by the Department.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

Affirmative Action/Title IX/Section 504 Coordinator. This unit supports the Affirmative Action responsibilities for the Department and conducted workshops during the year for all professional and support staff on the law, and assists individual divisions with developing goals and objectives in this area. Providing training, support, and legal advice to local education agencies on Title IX and 504 is the essential responsibility of this unit.

Vocational Education Sex Equity Coordinator. This unit coordinates sex equity activities at the secondary and postsecondary vocational schools across the state. Provision of legal and technical assistance, training, and meeting regulatory responsibilities are the basis of activities of this unit.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

PUBLICATIONS:

Maine Insight — free
The Maine Sex Equity in Education Bulletin — free
Resource Catalog for a Non-Sexist Education — free

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

OFFICE OF THE DEPUTY COMMISSIONER

RICHARD W. REDMOND, DEPUTY COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071D; *Citation: 20 M.R.S.A., Sect. 1B*

PROGRAM: This unit did not submit an individual report.

STATE BOARD OF EDUCATION

JOYCE ROACH, CHAIRPERSON
GERALD TALBOT, Vice Chairman

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20 M.R.S.A., Sect. 51
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the

Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: In July, 1980, the Board voted to direct the Department to update the school facilities study of 1976 to assure the most serious construction needs would come to the attention of the State Board of Education. The Board acknowledged receipt of the results of votes in SAD 30 (Lee) and SAD 32 (Ashland) on new methods of sharing costs; voted to issue an amended Certificate of Organization to SAD 30 showing that costs will be shared 50 percent on state valuation and 50 percent on the number of resident pupils; and voted to issue an amended Certificate of Organization to SAD 32 showing that costs will be shared 70 percent on state valuation and 30 percent on the number of resident pupils. In other business, the Board approved the addendum to the State Plan and Accountability Report for Vocational Education.

At its regular August meeting, the Board approved the reapportionment plan for SAD 27 (Fort Kent). The Board also approved the Procedures and Standards to be followed by institutions of higher education seeking to confer academic degrees in Maine; and adopted them for use by the Department for those higher education institutions seeking a degree-granting authority. The Board approved a Comprehensive Plan for operating a Vocational Business Program at the Bath Vocational Center.

At its special meeting held in August, the Board voted to forward an alternate budget for the Vocational-Technical Institutes to the Governor along with a VTI repairs and capital improvement summary of needs as required by statute for the use of the Bureau of Public Improvements. The Board also voted to forward to the Governor as required by statute a priority list of Bureau of Public Improvements construction projects for the VTI's in priority order. In September, the Board voted to waive current State Board of Education policy regarding adult education fees and to authorize the Directors of Vocational-Technical Institutes to maintain adult education fees at 1979-80 levels.

At its November meeting, the Board amended State Board of Education policy allowing VTI's to waive registration fees for "Upward Bound" and "Talent Search" students. The Board also approved the plan of reapportionment as adopted by the reapportionment committee of Schoodic CSD on September 17, 1980.

In December, the Board approved the report and recommendation of the Kennebec Valley Vocational-Technical Institute advisory committee and of the Commissioner to purchase the Cutchin property in Fairfield with apportioned proceeds of the 1980 bond issue to house the industrial trades program of Kennebec Valley Vocational-Technical Institute. The Board took the following actions with regard to funding levels for the subsidy programs in accordance with present law: (1) Approved the certified funding level for FY 1981-82 for the Basic Education Allocation at $367,761,484 (2) Approved the certified funding level for FY 1981-82 for Adjustments in Local Leeway at $10,881,548 (3) Recommended that the Legislature establish Local Leeway at 1.1 mills/$135 per pupil for a total additional appropriation of $1,580,689.

At its January 1981 meeting, the Board voted to recommend to the Joint Legislative Committee on Education that the Mid-State Business School be granted authority to award the Associate Degree in Applied Science (A.A.S.). The Board gave initial approval to the revisions in the procedures and standards utilized in the degree-granting authorization process, and authorized the Department to commence the Administrative Procedures Act process preliminary to their adoption. The Board also approved the revised Maine State Plan for Title VII of the Higher Education Act of 1965; approved the increase of student activity fees at the Vocational-Technical Institutes not to exceed $35 per year, effective July 1, 1981; and approved the proposed FY 1981 plan for the expenditure of the Concentrated Employment Training Act (CETA) Vocational Education Grant.

In February, the Board approved the acquisition of a site in SAD 39 by Vocational Region 11 for educational purposes. The Board approved the plan of reapportionment as adopted by the reapportionment committee of SAD 75 (Topsham) on February 5, 1981. The Board authorized Southern Maine Vocational-Technical Institute to purchase private property on the SMVTI campus at a price of $69,000 for the proposed new Machine Tool Building. The Board also resolved to return Whitlock Light Station in Calais to the Federal Government. The property was acquired by the state for use by WCVTI on June 7, 1977.

At its March meeting, the Board gave final approval to the revisions made in the procedures and standards for the conduct of degree-granting authorization process. The Board amended the revised Student Code of Conduct and adopted the revised Student Code of Conduct as amended to become effective July 1, 1981. The Board also accepted the responses, as amended, to the recommendations of the Maine Advisory Council on Vocational Education (MACVE) in its 1980 report.

In April, the Board approved the plan of reapportionment as adopted by the reapportionment committee for SAD 68, Dover-Foxcroft, on March 24, 1981; granted five-year full approval of the Thomas College Secondary Business Teacher Education Program; and voted to increase VTI in-state tuition for a two-semester program from $500 to $600, and out-of-state tuition from $1,000 to $1,200 in FY 1981-82.

In May, the Board approved the reapportionment plan as adopted by the reapportionment committee for Southern Aroostook Community School District on April 28, 1981. The Board approved the FY 1982 Maine State Plan and the 1980 Accountability Report for Vocational Education. Also approved was a satellite program for Auto Mechanics and Units in Marine Engines located at Mt. Desert as part of the vocational education offerings at the Ellsworth Vocational Center. The Board recognized and honored the 1981 State of Maine Scholars for Academic Achievement, for Arts, and for Creative Writing.

In June, the Board authorized the Department of Educational and Cultural Services to begin the process of adopting a revised section 10 and a new section 12 of the School Building Construction Rules and Regulations. The process shall be consistent with 20 MRSA, section 21. In other action, the Board approved continuation of Vocational Center Programs at Bath, Sanford, Portland, and Vocational Region 2 for a period of five years. The Board also approved a satellite program as part of the vocational education offerings at Mt. Desert Community School District 7. The Board approved the plan of reapportionment as adopted by the reapportionment committee of SAD 56 (Searsport), on April 2, 1981. The following actions were taken with regard to postponement of requests of the National School Lunch Program: (1) Granted approval for postponing establishment of a National School Lunch Program for the period of one year to Charlotte, Pembroke, and Perry; (2) Granted approval for postponing the establishment of a National School Lunch Program for a period of three years (from September 1, 1981 to September 1, 1984) to school units at Alexander, Bradley, Jefferson, Bremen, South Bristol, Magalloway/Lincoln, Isle au Haut, Monhegan, Cranberry Isle, Swans Island, Long Island, and Wesley; (3) Tabled, pending receipt of justification report, the request from Millinocket for a postponement in the establishment of a National School Lunch Program for three years.

Construction. The Board approved a total of $24,283,078 in school construction projects during the past fiscal year. However, four projects with an estimated cost of $6,803,278 were not funded because they did not receive favorable local votes.

Certification. In July, 1980, the Board voted to receive the recommendations of the Department staff on the proposals for Certification Policy and Standards Revision. In March, 1981, the Board voted in support of retaining the responsibility for teacher certification. In April, 1981, the Board adopted the proposed new credentials review standards for Library-Media Specialist certification.

LICENSES, PERMITS, ETC.:

- Permit:
  - Out of State Correspondence Schools
- Registration:
  - Private Schools

Certification and Placement Section

- Certification:
  - Teachers
  - School Nurse
  - Driver Education
  - School Librarian
  - School Principal
  - School Superintendent
  - Counselor
  - Vocational Instructor

FINANCES, FISCAL YEAR 1981: 20 MRSA, Section 54 provides that expenditures of this unit, which amounted to $18,995.53 in FY 81, shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE EDUCATION COUNCIL

CLYDE BARTLETT, CHAIRPERSON
OMAR P. NORTON, Assoc. Comm. Instruct.

Central Office: 37 Day Street, So. Portland *Telephone:* 289-2541
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: July 5, 1967 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 092; *Citation:* 20 M.R.S.A., Sect. 2921

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

HAROLD RAYNOLDS, JR., COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20 M.R.S.A., Sect. 2720

Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of Instruction, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 81 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1981: No funds were available in FY 81.

OFFICE OF FEDERAL-STATE COORDINATOR

DALE DOUGLASS, FED/ST COORDINATOR

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: This unit is responsible for the Department's liaison with the U.S. Department of Education, the Maine Congressional Delegation, Council of Chief State School Officers, National Association of State Boards of Education and other national organizations and federal level departments. The unit oversees all legislative activity for the Department with the Legislature and the Governor's Office. The unit is responsible for Department coordination with state and educational associations and school administrative units. The unit also is responsible for planning, research and evaluation functions for the Department. The Department's Basic Skills Program is administered by this Office.

ORGANIZATION: This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility as well as that of planning, research and evaluation were added to the unit's responsibilities in August, 1980.

PROGRAM:

Planning, Research & Evaluation Unit. This unit provides planning, research and evaluation services to other units within the Department. The unit also is available to lend technical assistance to local educational agencies in these areas. The unit coordinator is responsible for the Maine Assessment and Planning for Schools Program, a basic competency curriculum project.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $27,116.44 in FY 81 and are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMMER, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-3351
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Fiscal Management Section and the Audit and Report Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	158,885	158,885				
Retirement	27,933	27,933				
Rents	1,479	1,479				
Commodities	—812	—812				
Grants—Subsidies—Pensions	82,442	82,442				
Equipment	858	858				
Transfers to Other Funds	29,783,013	23,224,192			6,558,821	
Other Contractual Service	20,670	20,670				
TOTAL EXPENDITURES	30,0784,468	23,515,647			6,558,821	

GOVERNOR BAXTER SCHOOL FOR THE DEAF

JOSEPH P. YOUNGS, JR., SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165
Mail Address: P.O. Box 799, Portland, Maine 04104

Established: 1876 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation.* 20 M.R.S.A., Sect. 3122

Average Count—All Positions: 100 *Legislative Count:* 110

PURPOSE: The primary goal of the Governor Baxter School for the Deaf as stated in the Education Laws is to educate and instruct deaf children. Specifically, the School seeks to provide a comprehensive primary, elementary and secondary education program for approximately one hundred twenty-five deaf boys and girls, assisting them in developing communication skills in the area of speech, speechreading, fingerspelling, sign language, audition, and especially, reading and written language, and to provide a residential setting that is both wholesome and conducive to learning for the deaf children who cannot receive their education at home.

The Governor Baxter School for the Deaf was created for the education of children with severe hearing loss who are unable to receive their education in regular public schools.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

PROGRAM: The Governor Baxter School for the Deaf is accredited by the Conference of Educational Administrators Serving the Deaf and offers a comprehensive and diversified program. The curriculum is the same as that prescribed by the State for regular public schools. The elementary program provides for seven classrooms with forty-five children, to teach basic elementary education, including math, science, reading and social studies. The middle school provides for five classrooms with twenty-nine children. The basic aim of this program is to assist the children in the acquisition of the traditional learning skills and to prepare them for higher levels of study in the high school department. The high school department has seven classes of forty-three students. It offers a three-track program: College preparatory, general and vocational studies, and special studies. In the high school area is also one class of six severely multi-handicapped adolescents. Their retardation makes for very limited academic progress.

Special Services. The vocational department provides for industrial training in graphic arts and woodworking, photography, driver education, typing and office practice, homemaking, independent living, work study and work experience programs.

In addition to an ongoing speech development program offered by regular classroom teachers of the deaf, students also receive specialized speech correction and therapy from a qualified therapist. A speech coordinator ensures the continuity of the teaching of speech, evaluates progress, and manages the individual speech therapy program. A tape file is maintained on each student showing progress in speech during ensuing school years.

Students receive special instructions in diversified programs. In past years, the school had an artist-in-residence (fine arts-visual), a clown in residence, mime performances and instruction, drama and instruction, and electronic visual arts including film-making and television tape productions.

Complete audiological services are provided for each student beginning with initial testing and continuing throughout the student's stay at the school. Special equipment designed to improve each student's auditory abilities is provided and coordinated with audiological services.

Psychological and psychiatric services are provided. Further, physical and occupational therapy is performed by trained therapists for a select group of multi-handicapped children.

Library. The school library serves as a focal point for the entire school program. Media services are available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher-made materials. Each teacher has an overhead projector and automatic filmstrip projector. In addition, programmed learning materials are available for classroom use and use by children.

Physical Education. Throughout the year, comprehensive daily physical education is provided for every deaf child, preprimary through twelfth grade. Sports, interscholastic and intramural sports activities are carried from elementary through high school levels. Such carry-over sports as racquetball, tennis, volleyball, swimming, roller skating, ice skating, golf and bowling receive special emphasis.

Infirmary. An infirmary staffed by a registered nurse, a licensed practical nurse, and three nursing assistants, provides around-the-clock emergency service for all children. The basic goal is prevention. Children suspected of communicable illnesses are separated from their peers in the residence hall and are retained in the infirmary. A local physician is available for emergencies and performance of medical diagnosis and prescription services. A local dentist makes weekly visits and performs dental services at the school.

Residency. About two-thirds of the pupils reside at the school. Others are day students who are transported daily from their homes. Many of the residential students go home for weekends and all go home for required vacation periods. Local school districts provide transportation for day students and reimburse parents for homegoing transportation costs of residential students for allowable periods. Three residential halls employing twenty-seven dormitory houseparents provide for development of social growth, recreation, personal hygiene and emotional growth.

During FY 81, an ongoing staff development program for after-class staff personnel as well as personnel from supportive services focused attention on child management. A human services worker provided excellent parental guidance and intra-social liaison and student counseling.

Mainstreaming. From time to time, certain children develop increased competency in auditory perception and in their communication skills to warrant mainstreaming into the regular classrooms of their communities. Each year, some children are thus referred back to the communities to complete their educational programs. In 1980-81 three children were mainstreamed. In 1981, eleven pupils graduated from the Governor Baxter School for the Deaf.

A week long, in-service Preschool Parent Institute was held following the regular school program. Five hearing-impaired students, their parents, siblings, and other interested persons were involved.

Pupil Evaluation Teams (PET). In compliance with state laws, close cooperation is maintained with local school districts' Pupil Evaluation Teams (PET). This requires an Individual Education Plan for every pupil in the school which must be approved by the PET and the parents of the deaf children. Much time and effort is going into the development of this program. As the schools begin to develop closer cooperation and teamwork, it is anticipated that the deaf children in the State of Maine will receive their education in an appropriate setting for optimal promise of success.

LICENSES, PERMITS, ETC.:

Diplomas. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Speech Course of Study —syllabus for teaching speech to the deaf: $5.50

Information brochures—free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,295,392	1,235,674			59,718	
Retirement	228,231	218,317			9,914	
Commodities	142,084	128,365			13,719	
Grants—Subsidies—Pensions	13,540	13,540				
Equipment	72,722	72,722				
Transfers to Other Funds	1,196				1,196	
Other Contractual Service	94,364	86,452			7,912	
TOTAL EXPENDITURES	1,847,529	1,755,070			92,459	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: 508 Bailey Hall, Gorham *Telephone:* 780-5277
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261

Average Count—All Positions: 1 *Legislative Count:* 1

PROGRAM: This unit did not submit an individual report.

BUREAU OF HISTORIC PRESERVATION

EARLE G. SHETTLEWORTH, JR., EXECUTIVE DIRECTOR

Central Office: 55 Capitol Street, Augusta *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 0000 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089H; *Citation:* 27 M.R.S.A., Sect. 505

PROGRAM: This unit did not submit an individual report. See Maine Historic Preservation Commission.

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta; *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 501

Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, and Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 81, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 20 individual sites and 1 historic district. The Commission sponsored seven prehistoric archaeological surveys, seven historic archaeological surveys, and five architectural inventories of Maine communities. In addition, the agency submitted a report to the State Government Committee on ways to preserve and enhance the historic and aesthetic integrity of the State House and the Blaine House.

The Historic Preservation clause of the Federal Tax Reform Act of 1976 has required extensive staff time in certifying historic buildings and advising owners on acceptable rehabilitation techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 81, awarded the following federal grant monies on a 50% matching basis to private organizations, municipalities, and State agencies for the rehabilitation and restoration of historic sites:

Survey and Planning	$242,000.00
First Church, Belfast	12,000.00
First Congregational Church, Ellsworth	15,000.00
First Parish Church, Portland	20,000.00
Maine Historical Society, Portland	20,000.00
Maine Maritime Museum, Bath	10,000.00
Ocean Park Association	7,500.00
Old Gaol Museum, York	9,000.00
Portland Society of Art	20,000.00
Society for the Preservation of New England Antiquities, Boston	7,500.00
Sidco Corporation, Old Town	20,000.00
Washburn-Norland Foundation, Livermore	20,000.00
TOTAL	$403,000.00

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by sending 50¢ for postage and handling to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Bradley, Robert L., *Maine's First Buildings: The Architecture of Settlement* (1978)
Sanger, David, *Discovering Maine's Archaeological Heritage* (1979)
Shettleworth, Earle G., Jr., *Norlands, The Architecture of the Washburn Estate* (1980)
Shettleworth, Earle G., Jr. and Barry, William D., *Mr. Goodhue Remembers Portland, Scenes from the Mid-19th Century* (1981).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	99,321	34,021			65,300	
Retirement	17,254	5,922			11,332	
Rents	25	8			17	
Commodities	2,178	511			1,667	
Grants—Subsidies—Pensions	441,947				441,947	
Equipment	332				332	
Transfers to Other Funds	4,696				4,696	
Other Contractual Service	26,518	6,163			20,355	
TOTAL EXPENDITURES	592,271	46,625			545,646	

INDIAN SCHOLARSHIP COMMITTEE

NICHOLAS DORE, CHAIRPERSON
EDWARD DICENSO, Superintendent of Indian Education

Central Office: Box 412, Calais *Telephone:* 454-2126
Mail Address: Box 412, Calais, Maine 04619
Established: 1972 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 079; *Citation:* 20 M.R.S.A., Sect. 2210
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Committee is to assist North American Indians living in Maine in obtaining secondary and post-secondary education from properly accredited institutions through the provision of financial assistance to the individual, and, if necessary, through payment of a supporting grant to a post-secondary institution furnishing educational services to the scholarship recipient. To implement this purpose the Committee has full authority in its discretion to approve all scholarship grants which, however, may not exceed $3,000 per year and it may approve a supplementary grant not exceeding $1,000 per year to any institution enrolling one or more scholarship recipient for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

ORGANIZATION: The Indian Scholarship Committee, is established as an agency within the Department of Educational and Cultural Services. The Scholarship Committee and the program remains within the Department although, by separate legislation, jurisdiction over the schooling of residents of Indian reservations has been vested in Indian school committees for each of the three reservations in the State.

The Scholarship Committee consists of the superintendent of schools of Maine Indian Education; one representative of the Passamaquoddy Tribe at Indian Township chosen by the tribal council; one representative of the Passamaquoddy Tribe at Pleasant Point chosen by the tribal council; 2 representatives of the Penobscot Tribe, chosen by the tribal council of the Penobscot Tribe; 2 representatives of the Association of Aroostook Indians, Inc., chosen by the board of directors of the Association of Aroostook Indians, Inc., 2 representatives of Central Maine Indian Association, Inc., one Micmac and one Malecite, chosen by the board of directors of Central Maine Indian Association, Inc., and a representative of the Chancellor of the University of Maine. The term of service of each member on the Indian Scholarship Committee will be for one, 2 or 3 years as determined by the appointing authority.

PROGRAM: In FY 80, a total of $50,000 was available for scholarship awards of which $50,000.00 actually was expended in providing assistance to Indian students at the secondary level and to students attending college or other post-secondary institutions.

The State funded scholarship assists students in obtaining a secondary or post-secondary education from properly accredited institutions. To implement this purpose, the Committee has full authority in its discretion to approve all scholarship grants; and it may approve a supplementary grant to any institution enrolling one or more scholarship recipients for the purpose of establishing and conducting a program of support services for scholarship recipients.

Eligibility: Students' names must be included on the current tribal census of either the Passamaquoddy or Penobscot Tribes; or must be members of the Malecite or Micmac Tribes and individually be able to prove ¼ Indian blood and have resided in the State of Maine during five consecutive years next preceding their application for a scholarship. Provided funds are available from the Federal Bureau of Indian Affairs, no grant shall be given to any Penobscot or Passamaquoddy student or to any institution when the student is enrolled in a 4-year post-secondary degree granting program. This limitation shall not apply to Micmac or Malecite Indians who are not eligible for Federal Bureau of Indian Affairs scholarship assistance. This is the final year for Maine Indian Scholarship Grants.

PUBLICATIONS: Guidelines for assistance and applications are available

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $50,000.00 in FY 81 and are, by administrative decision, included with those of the Department of Educational and Cultural Services, Education Finance Division.

BUREAU OF INSTRUCTION

OMAR P. NORTON, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 0711; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for five divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; procedures involved with the approval of degree-granting institutions; student aid for Maine post-secondary students who meet specific eligibility standards; and negotiations for slots for Maine students matriculating in programs preparing them for practice in professional health care. Additionally, administrative responsibility is assumed also for activities conducted by the Title I and Title IV-C offices operating under the Elementary and Secondary Education Act; and the Unit for Alcohol and Drug Education.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize State Government, the Division of Instruction was re-formed as the Bureau of Instruction and included all classroom emphases except for vocational education.

Today, the Bureau of Instruction consists of the Division of Special Education Services, Certification and Placement and Teacher Education and Field Services. Additionally, three smaller units are administered in the Bureau including: the Unit for Alcohol and Drug Abuse Prevention, Titles I and IV Part C of the Elementary and Secondary Education Act.

PROGRAM: The following information gives a detailed description of the work performed by each of the Divisions and Units in this Bureau.

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

When a post-secondary institution seeks to offer an academic degree within this state, the Division carries out established procedures leading to the authorization by the Legislature of the requested degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Postgraduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University of Medicine; Dartmouth College of Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; the New England College of Optometry; and the Tufts University School of Dental Medicine. Approximately 200 Maine students are presently participants in this program. Eight graduates (all dentists) are presently in a practice here in Maine.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and Massachusetts. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The Division administers certain federal assistance programs for Maine post-secondary institutions when federal or state statutes require such. Currently, the only program handled through the Division is Title VII-A of the Higher Education Act of 1965.

All student academic records of student's attendance at post-secondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes as well as being made available to an individual student upon request. A student desiring copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal and sent to the student or to a school as requested.

State statutes require that correspondence schools and private, post-secondary business, trade or technical schools which operate in Maine or, in the case of correspondence schools those which solicit or sell in Maine any correspondence course, shall be licensed for such operation. This statutory responsibility is carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

Division of Teacher Education Field Services. Four areas of service are provided by the staff of this Division. The first is provision of staff support and liaison services to the State Board of Education and the Commissioner's Office in the areas of educational personnel preparation and certification. This involves the development and implementation of policy, procedures and standards for the review and approval of higher education programs which prepare education professionals.

The second is work with the State Board of Education on the development and implementation of policy, procedures and standards which deal with the renewal of certification and professional development options available to certificate holders. This includes the review and approval of Inservice Staff Development Programs and Local Professional Development Systems operating at the local school district level.

A third area of service involves responsibility for coordination of the services of the Maine Dissemination Capacity Building Project funded by the National Institute of Education. This project runs the "Information Exchange" for the purpose of providing improved access for Maine educators to information about methods and materials of assistance in the improvement of instruction and the support of inservice and professional development opportunities. A toll-free number: 1-800-432-7903 connects interested persons to a free computer-based information search and retrieval service.

The final area of service involves coordination and collaboration with other units and agencies involved in professional development activities. These include a cooperative effort with the Division of Special Education to establish the Maine Network for School Improvement and Staff Development, liaison services to the Mid-Coast Teachers' Center and Teacher Corps Projects, representation to the National Council of States on Inservice Education, and other information and coordinating activities related to pre-service and in-service teacher preparation.

Division of Teacher Certification and Placement Services. The primary responsibility of the certification section is issuing proper certification to educational personnel in the State of Maine. The certification section also provides guidance and counseling to prospective educators concerning the proper procedures, options, and alternatives that lead to certification. Another function of this section is that of monitoring school systems and their personnel concerning certification violations. The certification section also serves as advisor to the Commissioner and the State Board of Education in matters dealing with certification and the preparation of teachers through approved teacher education programs.

The placement section provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents. The placement officer also engages in an on-going supply and demand survey with the University of Southern Maine's Planning Officer.

Division of Curriculum. The Division offers services and technical assistance in curriculum areas, and disseminates information in subject areas through meetings, visitations, publications and correspondence. The Division administers and integrates Federal Programs such as Bilingual Education and develops and publishes in *Maine Issues,* policy and position papers on current educational issues. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and settling differences.

The Division has designed and organized a service delivery system called State Curriculum Assistance Teams (SCAT). Superintendents have nominated teachers to serve on the teams. The Division will receive requests for service in some areas of curriculum, will locate from the pool of resource people a cadre of persons knowledgeable in the area of request, and make the necessary arrangements to fulfill the expressed need.

The Division has participated in several in-service programs. A workshop in improving writing skills was organized and delivered by the Division. A series of meetings on Learning Theory according to Dr. Madeline Hunter's approach has also been offered to the Department. An in-service in leadership styles and approaches was conducted for the Division by Don Severson.

The Division has been closely involved in the implementation of the Basic Skills Program. One part (sec. 222) was to accept and approve grant proposals from local school systems to emphasize the basic skills areas. Another section (sec. 224) was designed to improve cooperation and reduce duplication across various divisions within the Department. Monthly meetings of the implementation committee have been held throughout the year.

A Kindergarten Curriculum Guide, started and funded by Right to Read, has been completed by the Curriculum Division and will be ready for distribution in the fall.

The Division is responsible for school approval. Although this process is basically regulatory, it also has leadership elements since the program requires new schools to define their goals and educational philosophy and because division consultants frequently provide technical assistance. The Division also serves in a leadership capacity through the self-evaluation program for elementary and secondary schools, and the accreditation of schools. Through these programs, local school systems have been able to improve educational practices and services to students.

Self-Evaluation. Virtually all of Maine's public and private elementary schools have completed the initial phase of the Self-Evaluation program. The Self-Evaluation program is designed to help schools prepare an in-depth study of their educational programs, services, facilities, and administrative structure and to establish priorities to improve educational opportunities of pupils. The second phase of Self-Evaluation has been given statewide implementation during this year. The second phase, a five-year follow-up visit, helps schools in the refinement and implementation of new programs and services, and gives direction to School Boards and administrators concerning the major priorities to be initiated within the next five-year period. This past year, the Department conducted over fifty (50) five-year reviews.

For secondary schools not going through the State's Self-Evaluation process, accreditation is used as a measure of quality and for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee who then makes recommendations for program improvement based upon the findings of the study. State accreditation of secondary schools is based on the findings of the self-evaluation, the visiting committee reports, and a final decision by the Division of Curriculum of the Department.

Arts Education. This Division offers services and technical assistance to the Arts disciplines throughout the State for both the Art and Music disciplines; program visitations are carried out upon request. Once again, support was given to activities of the Maine Alliance for Arts Education as it sought to promote the extension of the Arts as an integral part of the school experience.

Career Education. During FY '81, the State Office of Career Education has continued its collaborative relationships with other state agencies. Currently, the office functions in three key areas: (1) Coordinating and implementing programs and services under PL 95-207, The Career Education Incentive Act, (2) providing training and program development services to the Maine Occupational Information Coordinating Committee, and (3) administering and implementing the GOVERNOR'S CETA/CAREER EDUCATION LINKAGE GRANT funded through the State Employment and Training Council. During FY '79 ten sites were funded to implement comprehensive career education programs, kindergarten through grade 12. In May of 1980, ten additional sites were selected to implement career education programs under the Governor's Linkage Grant. In November of 1980, the Career Education Exchange was formed by six LEA's. This increased CETA participation to 26 LEA's. In the Spring of 1981, conferences with communities' members have been held and workshops with regional associations of guidance counselors.

Health Education. It became apparent in 1981 that a clearer statement was needed identifying the respective roles and responsibilities of the Departments of Educational and Cultural Services and of Human Services in the promotion and delivery of health education programs and services. The Department of Educational and Cultural Services and the Department of Human Services are working toward a mutual agreement in this area. DECS submitted an outline that will be included in the State Health Plan for Maine.

The School Health Education Project (SHEP) moved from the University of Maine at Farmington to the Maine Lung Association in Augusta. This year, SHEP added three sites to bring its total to thirty-six school districts that are at various stages of health education curriculum development and implementation. DECS serves in an advisory capacity in cooperating with this Project and its staff.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance, counseling, and testing programs at the local educational and state levels. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy; student rights and responsibilities; career and vocational guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Dropouts and Attendance and Discipline. The Division monitors two state programs: (1) Chapter 106—Dropouts. Each school superintendent in the state who has responsibility for any grade level in the sequence 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Division of Curriculum; and (2) Chapter 105—Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

Metric Education. In response to the Commissioner's mandate to all schools, K-12, to provide metric instruction, the Metric Implementation Committee developed and disseminated metric study units to all elementary schools. Metric workshops and consultant services have also been made available to the schools. A series of metric workshops for industrial arts and vocational instructors have also been provided.

English Language Arts, Bilingual Education, Indochinese Refugee Education, and National Origin Desegregation. The Division provides technical assistance to local schools in the above-mentioned areas, K-12, including vocational education. Administrators' workshops in coordinating and managing English writing programs have been made available along with training in holistic scoring and in the National Diffusion Network program for Individualized Language Arts. The English Language Arts Coordinator plans conferences with the Maine Council of English Language Arts (MCELA), Maine Assessment and Planning for Schools (MAPS), and with State Curriculum Assistance Teams (SCAT). The Department in cooperation with the New England Association of Teachers of English (NEATE) assisted in the dissemination of model English, Language Arts (ELA) curriculum guides. The Division has been active in developing equitable programs and planning for all linguistic minority children throughout Maine.

The Title VII coordinator has been the Department liaison with Washington for basic and training projects in bilingual education. Two sites now exist in Maine with four new sites under consideration for national origin minorities of French, Native American, and hearing impaired French. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of the three federal programs identified above are on file and readily available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The Department has monitored recipient sites serving eligible refugee children. The Department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of eligible children have increased in recent years; so have DECS technical assistance services.

Newspaper in Education. The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The Program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a bi-monthly newsletter. Many classroom visits and educational seminars are held each year. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the State which are using the NIE program for part or all of the year.

Maine has been selected to host the Fourth Annual Conference of the Northeast Newspaper in Education Association. The Conference will be held at the Downtown Holiday Inn, Portland on August 19, 20, and 21, 1981. The Conference will be attended by newspaper personnel and educators from the Northeastern United States and Eastern Canada. The Conference will be conducted by experts in the field of both education and newspapers. Registration is open to anyone who is interested in the use of newspapers to enhance the curricular offerings of schools.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the State. The outcomes of this Project will offer students an in-depth appreciation and knowledge about Maine's environment, Government, Economic, History, and Future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

The Unit for Alcohol and Drug Education. This Unit provides a variety of programs and services to the schools of Maine. The functions of the Unit include coordinating federal and state level initiated programs; conducting an alcohol, other drugs, and highway safety prevention-intervention project; assisting local schools in program and policy development, intervention strategies, referral for assessment and treatment; and problem-solving alcohol and other drug-related crises. Additionally, the Unit provides education and awareness programs for school boards, administrators, faculty, and community groups designed to help these people better understand the dynamics and progression of chemical use through abuse to dependency. In carrying out this mission, the Unit recognizes that it is essential to provide linkages for public schools and treatment resources.

Currently, the Maine's Bureau of Public Safety provides the major source of funding for the Unit's Alcohol, Other Drugs, and Highway Safety Program. This statewide program is being conducted in twenty-four school systems involving three hundred and sixty volunteers who serve on teams. These teams design and implement school and community awareness programs that touch the lives of tens of thousands of Mainers. An example of this year's efforts is "Project Graduation". This project aims to prevent alcohol and other drug-related highway accidents during the commencement season. In 1981, thousands of graduating seniors chose to attend chemical free parties that were sponsored and promoted by the school and community teams. The passage of Legislative Document No. 1655 by the 110th Maine Legislature will enhance the Unit's capability to serve the public schools of Maine in their prevention efforts.

Title I, ESEA. Title I of the Elementary and Secondary Education Act is responsible for the approval, monitoring, and evaluation of approximately 200 local educational agency projects statewide (totaling more than 13 million dollars) for program compliance, performance, and evaluation under Title I ESEA Education for the Disadvantaged as set forth in Public Law 89-10, as amended. It is responsible for the approval, submission, monitoring, and evaluation of more than 80 sub-contract operations of the Maine Migratory Education projects for children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, and wood harvesting. Title I under PL 89-750 is also responsible for assisting other state agencies who provide free public education for children in institutions for neglected and delinquent or in adult correctional institutions. All services available through Title I funding are designed to supplement existing school programs.

Division services include: issues legal opinions and interpretation of Federal laws and regulations for state and local educational agencies operating Title I ESEA projects; investigates specific allegations of misuse of Title I ESEA funds under appropriate statutes and enforces compliance with applicable Federal and State rules, regulations, and guidelines; provides technical assistance through annual program review visitations to more than 90 percent of the 200 projects in local educational agencies each year; conducts in-service workshops for Title I administrators, teachers, assistants, aides, and Parent Advisory Council members on an annual basis at several statewide sites in order to help up-grade and strengthen Title I programs in the major basic skill areas such as reading and math; works closely with other agencies such as the Maine Facilitator Center in helping to present nationally validated programs that can be implemented locally to increase the effectiveness of Title I projects; and accepts responsibility for the compilation, analysis and preparation of Title I statewide evaluation in the basic competency skills of reading and math and provides evaluation workshops and invidiual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire who are under contract with the United States Department of Education.

Title IV-C, ESEA. The basic purpose of Title IV-C of the Elementary and Secondary Education Act is to strengthen and improve educational quality and opportunity in the nation's schools through support of locally initiated projects and activities. Maine received $678,580 for this program in FY 81. A total of 113 grants were awarded to local educational agencies throughout the State on a competitive basis. Funding categories included: developmental grants of three years' duration; demonstration grants to state validated programs for a fourth and fifth year of support; one year adoptive grants of up to $7,500; and one year mini-grants of up to $1,500. Programs were implemented in such areas as: basic skills, gifted and talented, handicapped, pre-school, social studies, science, and arts and humanities.

Division of Special Education. The Division is responsible for the implementation and administration of Title 20, Chapter 404, Maine Revised Statutes as amended, "Exceptional Children." It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended.

The Division's services include: consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; special purpose private school approval and evaluation, contract approval, and individual tuition placement approval; technical assistance and evaluation of all federally funded programs operated by local educational agencies; direct grant awards for programs for exceptional children; teacher training for regular and special educators, administrators, support staff, Pupil Evaluation Teams, and school board members; appeals hearings; review and approval of local special education programs; and statistical information of special education.

The Division has continued to work closely in committees with the Department of Human Services, Mental Health and Corrections, public school representatives, and private agency representatives to develop interdepartmental coordination in several areas including: Establishment of a Cost Accounting and Rate Establishment System which is in its first full year of operation, Development and Negotiation of a Single Source Contract, Development and Implementation of a Single Billing Format, Completion of Program and Policy Development, Completion of Draft Field Testing of Standards for Joint Licensure, passage of a law providing for Interdepartmental Licensing of Residential Facilities, Interdepartmental Consultation and Technical Assistance to Residential Facilities, Development of definitions to determine school eligibility and financial responsibility for State Wards, Initial planning for Interdepartmental Procedures for Program Review.

The Division continues to be involved in the operation of two pilot projects with the Bureau of Vocational Education. One project is located at Bonny Eagle High School (SAD#6), and the other project is in Vocational Region #8 in Rockland. Staff from the Division conducted in-service workshops and Project Review both in Region #8 and #6. In addition a joint Cooperative Agreement has been developed between the Division of Special Education, The Bureau of Vocational Education and the Bureau of Vocational Rehabilitation.

Program Review and Technical Assistance: A total of 29 new Special Education Program Review site visits were completed during the school year 1980-81. Each of five consultants from the Division led teams visiting the school systems.

Three public school Special Education Directors were contracted to conduct reviews in five State-operated schools in Unorganized Territories.

Follow-up visits were conducted in approximately 30 sites reviewed in past years to provide ongoing technical assistance and evaluation as to progress made in implementing previously developed Action Plans.

During the school year 1981-82, 25 new reviews are planned. Some of these sites are single school and island systems. Statistical data on completed Program Reviews is being compiled presently and will be published when totals for the 1980-81 school year are available.

Technical Assistance has been provided on an individual and group basis to review sites. Regional workshop programs have continued with numerous presentations including Child Service Review System, CSPD workshops, National In-Service Network Program workshops, and the statewide Project STRETCH (Strategies for Training Regular Educators to Teach Children with Handicaps) television series. Fourteen seminar leaders from 9 school districts were trained in leading a seminar series on managing handicapped children in the classroom. The following topics were addressed in four training sessions throughout the year: seminar structure, review of manuals and video tapes, interpersonal communication, and group process skills. Approximately 94 school staff including 20 special educators, 44 regular educators (elementary), 19 regular educators (secondary), 1 administrator, 4 aides and 6 librarians and parents participated in project STRETCH in 14 seminars groups in 9 districts. Topics covered in the seminar included: The Exceptional Child, Learning Centers, Parent Counseling, Reading in Content Areas, Grouping and the Special Child, Classroom Management, Values Clarification, and Math and the Special Students.

Administrator's Seminar on Special Education: An Administrators Seminar was piloted in August, 1980 with Teams from (3) school districts in the Rockland area. Two Superintendents, eight principals, two Special Education Directors, four Special Education teachers and two regular classroom teachers participated in the program which consisted of a two-day session on P.L. 94-142, special education program options and local resources for the handicapped. A one-day follow-up was held a week later to develop an action plan for training relative to special education procedures in each district. The activities described within each action plan were carried out during the 1980-81 school year.

Comprehensive System of Personnel Development: Maine's Comprehensive System of Personnel Development (CSPD) is a long range plan designed to promote the on-going professional development of all school and other personnel involved in the education of handicapped children. The Division received a federal grant to support an Integrated In-service Delivery

System from the Division of Personnel Preparation of the Bureau of Education for the Handicapped, U.S.O.E.

Gifted and Talented Program: In April, 1981, the Gifted and Talented Education Office received a grant for $157,000 from the National Endowment for the Humanities for a Maine Humanities Project for Rural Secondary Schools. This money is to be used to provide teachers with an opportunity for intellectual self-renewal and to develop their base of knowledge. Secondly, to understand the nature of a cohesive and well structured humanities curriculum. Finally, to establish a collaborative planning procedure within the high school, design and carry out a forum within the school for considering the humanities, and decide on a curriculum adaptation which will be a part of the core curriculum rather than an elective or extracurricular option. The Project is funded for 30 months, ending September, 1983.

A $50,000 Federal grant was received for the second year in a row to continue teacher training programs in 14 Maine schools. In the first year, the funds were used to support comprehensive program development, in-service training and/or curriculum development for gifted and talented programs. In the second year funds may be used to continue these efforts and to initiate model programs for students.

The Geraldine R. Dodge Foundation has awarded a grant in the sum of $31,812 to support the Maine Summer Humanities Program held at Bowdoin College for 60 high school students from throughout Maine. During this two-week Program the students will participate in an intensive study of the humanities. The Gifted and Talented Office has given 13 school systems in Maine state funds to initiate or continue programs for gifted and talented students for the 1981-82 school year.

Legislation (Preschool): The 110th Legislature passed legislation to amend the preschool coordination program to include all three year old handicapped children regardless of their birth date. In addition, the Legislature appropriated $349,000 for continuation of the existing seven sites, and an additional $150,000 for expansion in the second year of the biennium: An additional $140,000 of Federal monies under P.L. 94-142 is expected to be received to continue in-service training and incentive grants to local educational agencies for services to preschool handicapped children for FY 1981-82.

Preschool Programs: The seven (7) preschool handicapped coordination programs (Cumberland, Lincoln, Knox, Hancock, Southern Penobscot, and Tri-County which includes portions of Penobscot, Piscataquis, and Somerset Counties) which were permanently funded under legislation passed by the 109th Legislature, have received notification of their continuation grant awards for 1981-82, based on the amount appropriated by the 110th Legislature. A federal grant will support planning for the next year for expansion of the program to other parts of the state currently not being served, and will also provide support for the Interdepartmental Coordinating Committee to continue working on developing agreements to facilitate coordination at the state level, as well as developing guidelines for operation of programs and services in the coordination sites.

LICENSES, PERMITS, ETC.:

- Div. of Certification and Placement
  - Certification:
    - Teachers
    - School Nurse
    - Driver Education
    - School Librarian
    - School Principal
    - School Superintendent
    - Counselor
    - Vocational Instructor
    - Substitute Teachers
    - Director of Services for Exceptional Children
    - Special Teacher of Reading
    - School Psychologist
  - Authorization:
    - Auxiliary Personnel

PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement,* May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs,* July 8, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval,* (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools
Maine Insight
Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction
Student Financial Aid Guide to Post Secondary Education—1978
Maine Issues
The Maine Indian Land Claims Case, Pro and Con
Manual for School Nurses
Metric Sequence—K-6
Resource Guide on Basic Skills
A Parent's Gift
Right to Read 1978 Needs Assessment
Right to Read Tabloid—1979
Maine Assessment of Basic Skills—1978

Developing an Effective Substance Abuse Policy: A Guide for Local School Boards and Administrators
Decisions and Consequences
The Maine Career Education Resource Directory
A Handbook for the Development of Local Career Education Plans
Chapter 113; Organizational Units Responsible for the Certification of Educational Professionals
Section 1. Intra-Departmental Responsibilities for Teacher Education and Certification
Section 2. Establishment and Operation of the Certification Advisory Committee
Chapter 114: Policy, Procedures and Standards for the Review and Approval of Educational Personnel Preparation Programs
Section 1. Teacher Education Policy Statement
Section 2. Procedures for the Review and Approval of Educational Personnel Preparation Programs
Section 3. Standards for the Review and Approval of Educational Personnel Preparation Programs
Chapter 115: Credentials Review Standards for the Certification of Educational Professionals
Chapter 116: Professional Development
Section 1. Standards for the Approval of Local Professional Development Systems.
Chapter 117: Organizational Unit Responsible for the Placement Registration
Section 1. Placement Registration Procedures
Professional Development Activities as Routes to Recertification, March 11, 1976
Request for Local In-Service Program Approval Application form and format for approval of in-service programs for recertification purposes.

Laws, Regulations, and Guidelines

Je Veux Decouvrir
The Bilingual Education Act
Guidelines for the Conduct of Home Instruction Programs
Procedures and Standards for Basic Approval of Schools—Public and Private
Kindergarten Curriculum Guide
Guidelines for the Management of Pupil Records
Student Suspension and Expulsion
Freedom of Access (Right to Know)
Student Rights and Responsibilities

Protection of Pupil Rights (Hatch Amendment)
Resources for the Maine Studies Curriculum—A Bibliography

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,345,788	403,934	26,613		915,241	
Retirement	234,707	67,446	4,355		162,906	
Computer Services—State	6,673				6,673	
Rents	12,963	3,923	173		8,867	
Commodities	74,757	13,032	1,112		60,613	
Grants—Subsidies—Pensions	23,546,508	2,812,779	156,569		20,577,160	
Equipment	8,987	451			8,536	
Transfers to Other Funds	64,531	10,000	1,720		52,811	
Other Contractual Service	818,901	218,968	7,527		592,406	
TOTAL EXPENDITURES	26,113,815	3,530,533	198,069		22,385,213	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN
CAROLYN NOLIN, Assistant State Librarian

Incoming WATS: 1-800-452-8793; 1-800-452-3561
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333
Established: 1837 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20 M.R.S.A., Sect. 1A
Average Count—All Positions: 72½ *Legislative Count:* 74½
Organizational Units:
Reference and Information Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff and the Maine Library Advisory Committee representing the Maine Library Association, the Maine School Library Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status within the Department of Educational and Cultural Services. The State Librarian, theretofore appointed by the Governor, is now appointed by the Commissioner with the advice and consent of the Governor.

During FY 81 the Maine State Library included the two major divisions of Reference and Information and Library Development.

There have been no significant organizational changes during FY 81.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Public Services. This service maintains a non-fiction collection of over 350,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school and public libraries and state agencies. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, a Maine music collection, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. During the past fiscal year the State Library circulated over 100,000 books, processed 26,000 in-house reference questions and mailed over 10,000 books to school and public libraries.

Automated Data Services. This service provides the technical functions for computerized library services. This includes the coordination of the State Library service known as Technical Assistance and Library Information for Maine (TALIMAINE), which links Maine with over 130 national and international computer-based data files on a wide variety of subjects. In addition to computerized services, this section provides advisory assistance to state agency libraries.

Technical Services. The Technical Services section orders and prepares approximately 10,000 new items a year for circulation for the State Library's central collection and the bookmobile and the books-by-mail service and is responsible for maintenance and preservation of the collection. Most of the materials are processed through the NELINET computerized cataloging system which produces catalog cards and offers access to holdings of the libraries using the system. The NELINET system is also used by several state agency libraries and one institutional library.

Maine Regional Library System. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local libraries; the support of area reference and resources centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. During FY 81 Maine Libraries completed over 40,000 interlibrary loan transactions. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the State Library provides, either direct or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. In FY 81 over 80,000 talking books were circulated to nearly 3,000 registered borrowers. Other services to the handicapped include large print materials (over 25,000 items circulated in FY 81) and a reference service relating to all handicaps.

Institutional Library Services. The State Library maintains a consultant service to Maine's seven correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Bookmobile and Books-by-Mail Services. This service has been provided to the residents of over 250 rural communities which do not have local libraries, and to small public libraries in towns of population less than 1,000 (less than 2,000 in Aroostook and Washington Counties). In the last calendar year the units circulated 134,342 adult books and 194,668 juvenile books.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their public library. Film reference and consultant services are provided for the utilization of film and film programming throughout the state. In cooperation with the New Hampshire and Vermont State Libraries, 1500 films are available for loan from the State Library. These films now circulate over 15,000 times a year, compared to 6500 in 1976.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB in Lewiston for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of the 52 scheduled program services. In addition to the broadcast service, over 1,000 educational video tape programs are available free to all schools and public agencies. Some technical and consulting services on the utilization and purchase of television equipment is also available on request.

School Library/Media Services. Federal ESEA (Title IV B) funds are distributed on a per capita basis to all public schools in Maine for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

PUBLICATIONS:
Downeast Libraries—$5.00

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	899,060	797,181			101,879	
Retirement	159,343	141,448			17,895	
Rents	35,489	35,489				
Commodities	161,758	140,076	159		21,523	
Grants—Subsidies—Pensions	272,138	207,356			64,782	
Equipment	10,920	8,300			2,620	
Transfers to Other Funds	338,451		2		338,449	
Other Contractual Service	274,495	239,561			34,934	
TOTAL EXPENDITURES	2,151,654	1,569,411	161		582,082	

MAINE LIBRARY COMMISSION

ROBERT WOODWARD, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the 1973 legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged.

PROGRAM: The Maine Library Commission held 8 meetings during FY 81. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide bookmobile services; and library consultant services.

Other FY 81 activities of note included sponsorship of funding legislation and recommendations regarding the allocation of state and federal funds for library programs.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $2,419.67 in FY 81 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

RAY A. COOK, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-3421
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1980-81 school subsidies were processed and analyses and management information were prepared and distributed for the 1981-82 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year were prepared and/or consulted on through the entire process. In addition, new programs were initiated through the year in the areas of school accounting, audits, and data processing. Furthermore, the Maine Revised School Accounting System was prepared, local personnel were trained for fifteen local agencies that will be pilot sites for the 1981-82 fiscal year, and a three-year implementation of the updated accounting system was started.

A new comprehensive Audit Guide was prepared which encompasses compliance and fiscal requirement for use in auditing accounts of local educational agencies in the 1982-83 year; the 1981-82 year will be used for dissemination and training. Data collection forms to support the new accounting system were redesigned and distributed for pilot site implementation.

A new program, a Vocational Student Information System, was instituted for the collection, control, and maintenance of information on all secondary vocational students in the State.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1978
9. State Personnel and Superintendents of Schools

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	140,796	140,796				
Retirement	21,932	21,932				
Computer Services—State	83,328	83,328				
Rents	150	150				
Commodities	6,192	3,692			2,500	
Grants—Subsidies—Pensions	193,002,664	193,002,664				
Equipment	515	515				
Transfers to Other Funds	549				549	
Other Contractual Service	34,990	6,521			28,469	
TOTAL EXPENDITURES	193,291,116	193,259,598			31,518	

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2184
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: May 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20 M.R.S.A., Sect. 2277
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose for the establishment of an Advisory Committee on Medical Education is to advise the Commissioner of Educational and Cultural Services in the development of a plan for medical education as such relates to the New England Regional Compact for Education. This plan is to include the development of a coordinated mechanism for the administration of the compact, the projected number of student spaces needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total number expended for the purchase of the space at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Membership shall be appointed for a 2 year term. Of the members first appointed by the Commissioner, 8 members shall be appointed for 2 years and 7 members shall be appointed for one year. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to the implementation of the Post Graduate Health Professions Program statute. In FY 81, the Advisory Committee named two sub-committees to examine in-depth issues relative to statutory intent based upon statistical data and review. Issues under examination by the Education Policy Subcommittee include: access for Maine's sons and daughters to post-graduate health education, recommending priorities from among the stated provisions in 20 MRSA, Chapter 304; developing a budget position indicating projected costs of those priorities; obtaining information on the financial return to Maine by the professional schools involved in the disciplines covered by the current legislation. To address basic planning issues relative to the distribution of health manpower, a process for updating health manpower studies relative to supply and demand is in process by the Subcommittee on Health Manpower. Through the examination of these and other issues, the Advisory Committee on Medical Education is addressing its charge to identify clear objectives for public policy formulation.

PUBLICATIONS: Status Report—Advisory Committee on Medical Education 1980-81

FINANCES, FISCAL YEAR 1981: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 81.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20 M.R.S.A., Sect. 1A

Average Count—All Positions: 28 *Legislative Count:* 28

Organizational Units:
Administration Division
Education and Public Services Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "... to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 81 the Museum completed an aggressive exhibit development program aimed at completing the permanent exhibits of Maine's extractive industries on the "entrance level" floor. Simultaneously, the Museum opened new exhibit areas to the public for the first time, planned permanent installations for the first floor, and began the procurement of artifacts needed for these future exhibits. As a result of a reexamination of the Museum's role as part of the formal education process, a new education strategy was developed, and budget changes initiated in support of the new program. During FY 81, general visitation to the Museum continued to rise with a total of approximately 100,000 visitors coming to the Museum.

Exhibitions. During FY 81 the finishing touches were added to the exhibitions of Maine's extractive industries located on the Museum's "entrance" floor. This work included fabrication and installation of the mast section and rigging of the lower St. Mary main mast. The sailmaking exhibit was completed and small tools installed. Manequin forms were fabricated and installed in the granite quarrying and the sardine canning sections, while new display elements were created and added to both of these areas. At the end of FY 81, these major exhibit installations stood open to the public and complete save for several additional details the Museum will add in the future as funds permit.

The staff effort directed toward completion of the major industries exhibit was matched by effort directed toward the redesign and opening of a new exhibition gallery on the Museum's fourth floor. Located in spaces previously devoted to classrooms, the new gallery is designed to facilitate display of works of art and decorative arts. The opening exhibition for this gallery, planned and erected in FY 81, was called "Curators' Choice" and featured a selection from the many recent acquisitions made by the Museum.

In addition to this major construction effort, smaller temporary exhibits were mounted on a continuing schedule. These included exhibitions of Maine-made sleds, and Maine-made canoes as well as mini-exhibits of recent acquisitions.

Collections. FY 81 saw a startling rise in the quantity and quality of artifacts donated to the Maine State Museum. Most significant was the "Leister Firearms Collection" which is comprised of nearly 225 military shoulder arms which represents one each of every U.S. Government issue shoulder arm from the Revolutionary War to the Korean War. A second major collection was the "Charles E. Burden Silver Collection" which includes over 400 pieces of Maine-made silver and associated tools. Both of these major collections will lead to a special temporary exhibition in the near future. Also received in FY 81 was a major collection of materials from the home of Governor John Hubbard of Hallowell. This large gift included a wide assortment of interesting and important materials from furniture to toys.

Numerous individual pieces were donated to the Museum during FY 81. Most impressive was the small slant-front desk (c. 1730) from Biddeford which was purchased for the Museum by Lawrance S. Rockefeller. Other notable single pieces acquired include an early 19th century "chaise" from Mt. Vernon, a "bone-shaker" bicycle made in Portland around 1866, a slant-front desk made in Richmond, ca. 1810; a matchlock shoulder arm, ca. 1620; a Sheraton dresser, ca. 1815; and, over a dozen portraits by noted artists including John Greenleaf Cloudman, E.E. Finch, and others. In all, FY 81 saw the greatest influx of quality artifacts in the Museum's history...materials with a total market value equal the cost of the Museum's entire budget.

School Services. Following the Museum's study of its education function and the effectiveness of its existing program, major changes were planned in order to more effectively serve the visiting public and the schools of the region. Because of increased costs of school travel, plus pressure on the local school budgets, the Museum's role in providing programs for school groups has been diminishing while general visitation has continued to increase. The Museum, therefore, has moved to alter its services so as to direct greater attention to the visiting public of all ages and is devising mechanisms for dealing with school-aged youngsters who commonly visit the Museum with their families.

At this time the Museum is in the midst of a major change in this program. The fiscal year ahead will see the Museum refining its new concepts for delivering these services.

Volunteer Program. Volunteers contributed over 7,200 hours of service to the Museum this year. One volunteer has accumulated over 1,000 hours of service, while three others gave over 500 hours each. Volunteers have worked on exhibits, assisted in research, aided in special projects and act as hosts and hostesses in the galleries and as interpreters in the exhibit area.

Conservation. Because of the unprecedented level of acquisitions during FY 81, the

Museum's conservation staff concentrated its energies on attending to recently acquired works of art on canvas and paper. Work continued, at the same time, on the conservation of prints and paintings from the Allie Ryan Collection in Castine, part of the Museum's permanent collection.

Special projects for the conservation staff included work on newly acquired textiles, a rare painted canoe, and partial conservation of the "chaise" acquired during the year.

LICENSES, PERMITS, ETC.:

Any person, agency or institution, other than the several departments of the State and their authorized representatives, desiring to remove prehistoric, aboriginal artifacts from or excavate a prehistoric, aboriginal site on State-controlled land or those desiring to remove other artifacts or materials from or excavate an historic site on State-controlled land shall submit a written application for such authorization to the State Museum not less than 10 days prior to the proposed time of removal or excavation. (27 MRSA Chapter 13, Sub-chapter II).

PUBLICATIONS:

Everson, Jennie: TIDE WATER ICE OF THE KENNEBEC RIVER The turn of the century ice industry on the Kennebec River, illustrated. 241 pp. ISBN 0-913764-03-5	cloth binding	$ 9.95
Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0	cloth binding	14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913764-01-9	cloth binding	14.00
Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3	cloth binding	22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE The Maine Catalog, HABS, illustrated. 254 pp. ISBN 0-913764-05-1	perfect bound	8.95
Isaacson, Dorris A. (Ed.): MAINE: A GUIDE 'DOWNEAST' Illustrated. 510 pp. American Guide Series, 2nd Edition ISBN 0-913764-06-X	cloth binding	6.50
Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE 1965-1974 Historical and Archaeological Findings of a 17th and 18th Century Colony. Illustrated. 89 pp. ISBN 0-913764-07-8	perfect bound	6.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp. ISBN 0-913764-08-6	perfect bound	2.95
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE, Illus. 262 pp. ISBN 0-913764-12-4	cloth binding	22.00
Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY. Ed. by Arthur E. Spiess. Illus. 160 pp.	cloth binding	22.00

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	463,108	451,226	10,795		1,087	
Retirement	80,449	78,181	2,049		219	
Rents	343	243	100			
Commodities	121,859	77,685	39,984		4,190	
Grants—Subsidies—Pensions	910	101	809			
Equipment	4,122	1,933	2,189			
Transfers to Other Funds	19,669		7,217		12,452	
Other Contractual Service	178,039	62,513	32,310		83,216	
TOTAL EXPENDITURES	868,499	671,882	95,453		101,164	

MAINE STATE MUSEUM COMMISSION

MARGARET M. CHAPMAN, CHAIRWOMAN
JOHN K. HEYL, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held eleven meetings during FY 81 reviewing the Museum's program and policies. All gifts, bequests and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State.

The Commission worked on those legislative matters pertaining to the historical and cultural field. The budget for the ensuing year was approved for submission. Changes in the Educational Program were approved.

The concept for the first floor permanent exhibits including "Made in Maine" and "Twelve Thousand Years in Maine" were approved. A planning grant for "Twelve Thousand Years in Maine" was received from the National Endowment for the Humanities.

The Commission honored the volunteers who served the museum throughout the year with a luncheon during National Volunteer Week. They also hosted the opening of the Maine-made Sleds exhibit in November 1980.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,772 in FY 81 and are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Departmental Personnel Officer

Central Office: Education Bldg., Augusta *Telephone:* 289-2796
Mail Address: Statehouse Sta. #23, Augusta
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20 M.R.S.A., Sect. 1B
Average Count—All Positions: 2 *Legislative Count:* 2.0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Departmental Personnel Officer and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employees grievance, interpretation of seven different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained, and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

LARRY N. PINEO, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mail Address: Statehouse Sta. #23, Augusta
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with safe, warm buildings conducive to learning. 3) To provide funds to help local units reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to help provide for one-third of the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory and those enrolled in the Baxter School for the Deaf.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey. There have been no organizational changes within the Bureau since that time.

PROGRAM:

Division of School Operations. The program for the schooling of children residing in Unorganized Territory (S.C.U.T.) involves the direct operation of five (5) elementary schools for approximately 300 pupils (K-8) in addition to 1,000 pupils who must be tuitioned and transported to local school systems throughout the State. Some sixty-five (65) employees, twenty-three (23) school buses, and fifty (50) private conveyors are utilized in providing free public education to children of residents in Maine's remote townships.

The Maine Conservation School, located at Bryant Pond, is also administered in the Division of School Operations. Conservation and environmental courses were conducted for a total of eight hundred seventy-six (876) junior/senior high school pupils and adults in this residential setting during the 1980 season.

Division of School Facilities. Energy audit recommendations have resulted in approvals for energy improvements totalling $9,414,986. Of this total, energy improvements amounting to $4,543,366 have been completed.

During FY 1981, one hundred twenty-nine (129) leases were approved for a total of $503,448 to provide space for local school units until construction can be approved.

The State Board of Education granted concept approval to eleven (11) local school units for construction projects in the amount of $24,283,078. Three projects totalling $5,235,639 failed to gain a favorable local vote resulting in a net approved construction level of $19,047,438 for FY 1981.

Division of School Nutrition Programs. The Division administers and supervises the federally subsidized food service programs for public schools, summer recreation sites and summer residential camps. In addition, the unit administers the Nutrition Education and Training Program which has as a priority goal of making available a Basic Nutrition Course to all teachers and school food service personnel.

Maine received nearly $20,000,000 to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $1,178,000 in matching funds. All meals served to children were reimbursed in whole or in part by Federal funds. In December, 1980, participation in Maine schools averaged 206,521.

Meals Served Daily, December, 1980

Program	**Free**	**Reduced Price**	**Regular Price**	**Total**
School Lunch	49,400	20,762	60,222	130,384
School Breakfast	7,064	1,402	1,726	10,192
School Milk	19,010		46,935	65,945

The income guidelines for free and reduced price meals were changed to restrict the number of families qualifying for these benefits as of March 16, 1981, causing a reduction of participation at all levels.

The Summer Program is reaching fewer children, but more Maine children this year. As regulations have changed, residential camps have dropped from the program and schools have entered the program.

Meals Served During Summer of 1980

Breakfast	78,634
Lunch	106,248
Supper	55,009
Supplement	48,316

Donated Commodities. Fifty-eight (58) various food products were distributed to eligible outlets throughout the State. They were USDA products and included dairy products, meats, vegetables, fruits, cereal products and dry milk.

Recipients were approximately 140,000 children in school lunch programs and residential child care programs, 12,000 young people in summer camps and 3,000 recipients in tax-exempt, non-profit institutions. An undetermined number of elderly persons participated in one nutrition program for the elderly.

An analysis of 1980-81 distribution is as follows:

	Pounds	Value
Schools:	9,545,134	$5,007,836
Camps:	174,312	108,697
Institutions:	314,686	472,042
Elderly:	93,906	59,824
	10,128,048	$5,648,399

A major change in the program has been the creation of processing contracts with firms producing products for school and institutional programs and utilizing USDA foods. Eight (8) contracts produced pizzas, bread products, mayonnaise, and fish products.

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free—receive copy from State Depositories)

Resource Guide for Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,054,068	824,110			229,958	
Retirement	186,486	146,693			39,793	
Computer Services—State	247	247				
Rents	2,252	1,447			626	179
Commodities	103,911	73,999			21,648	8,264
Grants—Subsidies—Pensions	17,957,181	956,237	16,910		15,709,691	1,274,343
Purchases of Land	215,900					215,900
Buildings and Improvement	2,006,466	226,675				1,779,791
Equipment	350,174	159,639			17,085	173,450
Interest—Debt Retirement	889,580					889,580
Transfers to Other Funds	119,497	106,000			13,497	
Other Contractual Service	2,039,952	1,816,212	1,637		153,981	68,122
TOTAL EXPENDITURES	24,925,714	4,311,259	18,547		16,186,279	4,409,629

BUREAU OF VOCATIONAL EDUCATION

ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2621
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20 M.R.S.A., Sect. 1B

Average Count—All Positions: 420 *Legislative Count:* 426

Organizational Units:
Division of Program Services
Division of Secondary Vocational Education
Division of Adult & Community Education
Division of Postsecondary Vocational Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes and vocational centers and regions; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, inservice training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM: The programs of the Bureau of Vocational Education are several but similar in form:

Vocational Education in Secondary Schools.

Agriculture & Natural Resource Programs: During fiscal year 1980-81, 32 programs of vocational and general agriculture were in place at the secondary level throughout Maine. In addition, there were five post-secondary vocational programs (VTI's) that included agriculture related programs such as wood harvesting, marine occupations, horticulture, and ag mechanics. A total of approximately 1,350 students were served in both the secondary and post-secondary agriculture and natural resource programs. Several school systems across the state also offer courses in agriculture and natural resources that do not constitute a complete program.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 128 of Maine's senior high schools during 1980-81. Student enrollment at the three sites recently approved by the State Board of Education as Vocational Business Programs totaled 250—23 males, 227 females.

A two-day convention was attended by 175 business educators and student trainees at the Eastland Motor Hotel, Portland, Maine, early in October of 1980. Moving the convention site from an educational facility to a tourist spot was favorably received. Late in September 1980, a Triple "C" Workshop, typical of the County Convention of the past, convened at Cape Elizabeth High School. The Workshop involved business teachers from several area schools. In addition the annual FBLA Convention was held at Belfast Area High School in November of 1980. Two hundred business students and adults attended the activities. This annual event is to become a spring occasion. Another is not scheduled until the spring of 1982. A business program located at the Bath Vocational Center received approval from the State Board of Education at its August 1980 session.

In August of 1980, the Business Education Inservice Planning Council met at Thomas College to decide what workshops would be offered in 1980-81 and develop procedures for recording credits earned. Workshop dates and topics were:

- Effective Techniques for Recruiting Business Students was the topic of sessions held in Brunswick, November 14, 1980, and at Schenck High School, East Millinocket, early in February of 1981.

- Information about Time Management was presented at a work session scheduled in Portland on January 17, 1981.
- Methods of Meeting the Needs of Special Business Education Students were discussed at the final session of workshop series in Bangor in March 1981.

Distributive Education: In 1980-81, 593 students from 21 Marketing/Distributive Education Programs enrolled in Distributive Education. Seven teachers of Distributive Education were selected as a committee to develop a handbook for Marketing/Distributive Education. Committee assignments were made at the initial meeting of the group in August of 1980. Progress reports have been received by the committee at regularly scheduled meetings during 1980-81. The handbook is now reaching its final form prior to critiquing and dissemination.

A Westbrook High School Distributive Education student was selected as the winner of the Philip's 66 Free Enterprise Contest. As winner, she became eligible to compete at the National DECA Convention held in Anaheim, California in June, 1981.

Four hundred Distributive Education students and adults registered at the annual DECA Conference which assembled at Husson College, Bangor, Maine on March 3, 1981. Bath High School accumulated the greatest number of points at the event and carried home the trophy presented the outstanding school.

Consumer & Homemaking Education: In 1980-81, there were 124 senior high schools and 71 middle/junior highs offering Consumer and Homemaking Education to girls and boys. Several of the 124 senior high teachers also taught junior high students at the same schools. In addition to the junior and senior high schools, special funding provided Consumer and Homemaking courses at two of the Vocational-Technical Institutes—SMVTI and WCVTI. There were 151 students enrolled in Consumer Education and Financial Management classes. A Consumer and Homemaking program with a full-time teacher began in January, 1981, at the Maine Correctional Center, South Windham. Both women and men are availing themselves to classes.

Twelve in-service area meetings were held around the State for home economics teachers. Focus of the meetings was implementation of the home economics new competency based curriculum guide for Maine schools, grades 6-12.

A two-day leadership workshop was held in the fall of 1980 at the UMF campus for Maine Future Homemakers of America officers, district chairmen, and their advisers. The executive committee provided leadership for 442 girls and boys from 28 chapters which were affiliated with the State and National Associations. In July of 1980, the State Home Economics Consultant, who is also the State FHA Adviser, accompanied the State FHA President and her adviser to the National Convention in St. Louis, Missouri. Five days of workshops addressed the needs of families and society. In September of 1980, the State FHA Adviser accompanied the State FHA President to a three-day workshop in Washington, D.C., planned for national officers and state presidents. Special meetings were also scheduled for state advisers. Leadership skills and ways to "up" membership were two topics addressed during the sessions. The annual FHA State Convention was held in May of 1981, at the Holiday Inn—downtown Portland—with 275 youth and adults in attendance. This was the first such Convention held in a commercial facility and the results were highly favorable. Six FHA District Conventions were held during the year under the guidance of the state and district advisers.

In February of 1981, the State Consultant initiated an "Effectiveness Study of Home Economics Education in the Public Schools of Maine." A consultant was hired to conduct the study which should be completed by October of 1981. The Maine Home Economics Resource Center continued to serve home economics, wage-earning, health occupations, and some other teachers through the dissemination of educational materials and workshops conducted by the coordinator. Curriculum materials were circulated about 6,000 times during fiscal 1981. The center enables teachers to have access to up-to-date, costly resources that would otherwise not be available to them. The Resource Center Advisory Committee met twice during the year to provide input to the coordinator for new resources and administration of the Center. A junior high co-ed activity guide *An Idea Exchange* was disseminated in September of 1980 to all junior high teachers.

The State Consultant, two teacher educators, two home economics teachers, and the Resource Center Coordinator participated in a conference during September, 1980, in Boston to provide input into National Standards being developed for all of Home Economics. Participants from all over the Northeast met in group sessions for two days to review and revise working copies of standards which had been developed by a research committee. They should be finalized and ready for infusion by September of 1981. In addition the State Consultant served as a steering committee member of the Coalition on Adolescent Pregnancy and on the Maine Consumer Coordinating Council, Department of Business Regulation. Cooperation and interfacing with other agencies and out-reach groups is an important function to keep current on needs and issues confronting individuals and families.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State Consultant about teacher needs for inservice, curriculum development, and other concerns of home economics teachers. The annual meeting of the MHETA was held in October of 1980, during a nutrition workshop co-sponsored with the Maine Home Economics Association.

Consumer and Homemaking funds were made available to the Displaced Homemakers project located at UMA to provide training in living skills for program participants. Consumer Education, Interpersonal Relationships, and Child Care areas were addressed.

Industrial Arts: There are presently 192 industrial arts programs in the State of Maine, with 370 instructors. During the 1980-81 school year, 13 industrial arts programs were taught by substitute teachers due to a clerical shortage of certified personnel. Two programs were curtailed because of the shortage. Recruiting efforts have been stepped up at the State, local and New England regional levels in an attempt to alleviate the shortage.

Staff development efforts for the 1980-81 year included environmental education, developing work samples evaluations for the handicapped, writing effective individual programs for the handicapped in industrial arts, plastics technology, computer technology and micro-processors in industrial arts. Also, a revised Safety Education Guide was presented to industrial arts teachers for field testing as well as a guide for student activities in Solar Energy Education.

Plans are progressing for the New England Industrial Arts Teachers Association to hold its 1982 fall conference at the Samoset Resort in Rockport, Maine. The American Industrial Arts Association is planning to hold its 44th International Conference in Hartford, Connecticut in March of 1982.

In total, 25,000 school students were provided opportunities to explore various careers, current technology and its social and ecological impact, and Maine industry through industrial arts education in Maine schools.

Health Occupations: The Bureau continued the coordination of effort with the Maine State Board of Nursing and the Maine State Nurses Association as pertains to the dissemination of information on pertinent legislation, career mobility, and future directions of nursing education in Maine. This effort was accomplished via workshops, forums involving instructors and administrators, and broad representation from other State institutions and agencies as well as through the input of the Maine State Advisory Board for Health Occupations Education and the professional association, MHOEA (Maine Health Occupations Educators Association).

The Bureau continued the issuance of State Certificates of Training for Vocational Education programs offering Assistants to Nurses Training Programs through secondary, postsecondary, and adult education. A permanent record file is maintained in the State Health Occupations Education Consultant's office.

A Task Force was appointed by MHOEA (Maine Health Occupations Educators Association) to study the training needs of the State's Certified Nursing Assistants at the Basic, Advanced, and Medications levels. This Task Force coordinated its research efforts with the Maine State Nurses Association's Commission on Education subcommittee. Activities involved a comprehensive survey of the State's major health care employers, directors of nursing, directors of educational programs preparing Assistants to Nurses, and employed Assistants to Nurses. Results have been tabulated and recommendations forwarded to the Maine State Board of Nursing for inclusion in the revision of its Rules and Regulations governing all training programs for Assistants to Nurses.

A major development for VTI-based LPN programs was the approval by the Screening Committee for an LPN to Associate Degree RN upgrade program. Funding sources are presently being explored in order that the program may be implemented by the fall of 1982 at one or more pilot sites.

In May of 1981, the Maine State Board of Nursing gave approval for the continuation of a pilot project in career mobility at KVVTI in Waterville. This project signifies an attempt to answer the State and National outcry to open up otherwise dead-ended careers to allow for horizontal and vertical career mobility. The Waterville project will link qualified completers from Basic Certified Assistant to Nurses level to the Practical Nursing program via advanced placement. This year's project will be expanded to allow eligible students from other secondary Health Occupations Education programs in the State to challenge into the KVVTI LPN program.

Wage Earning: Increased emphasis was placed upon upgrading teaching skills with special emphasis upon meeting the needs of handicapped, disadvantaged students in vocational programs. One workshop course was offered for vocational foodservice instructors and two workshops were held for foodservice instructors.

Trade and Industry: The number of Trade and Industrial programs has increased to 156 offerings covering some 30 occupational areas. These programs are in 59 locations throughout the State and will serve in excess of 5,000 students this year.

The in-service contract with the University of Southern Maine has been renewed and continues to provide a wide range of workshops, courses, and independent study opportunities for trade and industrial instructors. These are conducted in a number of locations throughout the State to permit easy access for professional development of vocational instructors.

Eleven vocational centers and regions participated in program evaluations this year. These evaluations were conducted both through the New England Association of Schools and Colleges, Inc. and the Maine "P" Form mechanisms. The results of these evaluations will become our focus for program improvement in the coming year. Many of the recommendations revolve around curiculum issues and curriculum updates are another focus for the 1981-82 fiscal year.

Four vocational counselors were added during the 1981 fiscal year. We expect the addition of these counselors will assist in the recruiting and proper placement of students with special needs as well as provide assistance in the recruiting of nontraditional students into vocational programs.

Handicapped Persons: Vocational Education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in Individual Education Plans. When projects are approved these projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 18 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 596 handicapped students received special services through these projects.

Two of the long range goals for FY 1981 were met and will be expanded during FY 1982. (1) The Cooperative Agreement between the Division of Special Education, Bureau of Rehabilitation, and the Bureau of Vocational Education was explained to key persons in local educational agencies in 12 locations throughout the State. The purpose of this interagency agreement is to provide guidelines and encourage cooperative planning for all persons working with handicapped students at the secondary level. (2) The second goal was to develop an informational brochure to illustrate the information needs, sequence of events, and areas that need to be addressed if cooperative planning and placement are to be effective for the handicapped student. This was developed cooperatively between Region 8 in Rockland, the Division of Special Education, and the Bureau of Vocational Education.

Teacher Training: During FY 1981 a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, as well as correctional system personnel, in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped. This school year $188,350 was allotted to provide 74 workshops helping 1,363 vocational educators.

Workshop topics were in the areas of: Methods of Instruction for Working with the Disadvantaged and Handicapped, Methods of Curriculum Development, Pre-Service Institutes, Proposal Writing, Practices and Trends in Special Education, Metrics, Programming for the Handicapped, Blood Pressure Certification Courses for Health Occupations Teachers, Functional Programming for Handicapped, Teacher Liability Workshop, Workshop on Craft Committees, Developing Admission Procedures for Handicapped Students, Safety Workshop, Training the Non-Traditional Student and Worker, Designing and Implementing Effective Individual Education Plans, and Methods in Developing Teaching Aids for Wood Harvesting Instructors.

Disadvantaged Persons: Twenty projects were funded during FY 1981 and provided services to 1,806 secondary, postsecondary, and adult students. These services include skill development, developmental math, developmental reading, guidance, and placement. These projects include services to displaced homemakers and inmates at correctional institutions. A major goal for FY 1982 is to continue the refinement of the accountability system for identifying support services received by disadvantaged students at vocational technical institutes.

Evaluation: The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1981 to ensure optimum control and effectiveness. This technique will be continued during fiscal year 1982.

All vocational schools are required to undergo program evaluation every five years. During fiscal year 1981, approximately one-half of the secondary vocational schools entered into the State evaluation process. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results. Nine schools have been involved in the self-evaluation process of which, at this point in time, four have been given five-year approval by the State Board of Education. The other five are pending State Board action. NMVTI will be undergoing a self-evaluation during fiscal year 1982 for accreditation.

Construction of Schools: Vocational Region 4, Southern Penobscot County, completed construction of a building in August of 1980. Vocational Region 10, Eastern Cumberland-Sagadahoc County, had their site plan approved by the State Board of Education in June of 1981. Region 9, Northern Oxford County, explored the possibility of acquiring a building for the vocational education programs that are being offered in that Region. A building committee is working towards this end.

Exemplary: Readfield completed its demonstration project on community based career education for secondary school students. Under this demonstration project, students spent a portion of the school day in unpaid work situations learning about jobs and people in their community. The experience assists students in making more appropriate vocational choices and to understand the variety of occupational options available to them.

Research: The project to demonstrate an effective delivery system for handicapped students was conducted at SAD #6, Bar Mills, Maine. A project to demonstrate strategies and procedures in working with handicapped students continued in Vocational Region 8, Rockland. Several workshops were conducted to increase the effectiveness of vocational educators working in the research and exemplary projects.

Vocational Education in Postsecondary Schools: Maine has six postsecondary vocational-technical institutes (VTI's) located throughout the State. These institutes are funded by State legislation, while the State Board of Education has responsibility for their operation, administration, and supervision through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire occupational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational-technical institutes. The six VTI's offer a wide range of technical, industrial, health, and business programs at the associate degree, diploma and certificate levels.

Full-time daytime enrollment at the VTI's for fiscal year 1981 was 3,125. Each institute offers an adult education program, and enrollment for 1980-81 is estimated at 14,500 students. The VTI's offer an estimated 120 programs each year. In 1980-81, they employed 280 instructional staff and have an administrative staff of 38.

Student aid is made available to VTI students through College Work Study, State Scholarship Grant, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTI's. Remedial programs are offered through Federal Vocational Education funds. CETA programs are funded at the VTI's under the 6 percent Vocational Education Grant through CETA Title I funds.

As a result of the bond issue in June of 1980, additional buildings and repairs were approved for the VTI system. During this fiscal year, the architects have been chosen and the plans developed for implementation of the following projects financed through the Bond Issue: KVVTI—Industrial Trades Building; NMVTI—Mechanics Trade Building; SMVTI—Machine Tool Mechanics Building and WCVTI—Renovations to Schools.

VTI Work Study: College Work Study programs are offered by each of the postsecondary vocational-technical institutes to aid students with their educational costs. During fiscal year 1981, an estimated 590 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers and groundskeepers.

Industrial Education Degree Programs: Four hundred thirty-one (431) persons are matriculated in Industrial Education degree programs. At years end, 22 received baccalaureate degrees in Industrial Education and 20 received baccalaureate degrees in Industrial Technology.

Cooperative Vocational Education and Work Study Programs: In school year 1980-81, 60 cooperative education programs were operated in the State. Of the total number, 34 programs were offered through vocational centers and 24 through the vocational regions. A summer workshop during the summer of 1980 was held at the Bryant Pond Conservation School for the coordinators of cooperative education programs in concert with the In-Service Training Division of the University of Southern Maine at Gorham. A similar time frame has been established for a summer workshop in 1981.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1980 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Department's major thrusts.

Fire Service Training: The Fire Service Training program operates with one full-time consultant, one full-time instructor, one part-time secretary and 21 intermittent part-time instructors. During the fiscal year 1980-81, the Fire Service Training program conducted approximately 159 schools in the following subject areas: Basic Pumps, Advanced Pumps, Ladders, Hose, Tactics, Protective Breathing Apparatus, Aerial Ladders, Handling Hazardous Materials Emergencies, Fire Officers Training, Fire Department Laws, Ventilation, and other related courses. 1,963 fire personnel successfully completed courses in their individual departments. Approximately 150 films and slides were mailed to or picked up by fire departments for training and meetings.

Many requests were fulfilled by the consultant and supervisor to help chiefs develop detailed specifications on new fire apparatus, testing of new and used apparatus, and consultant service was provided on a wide range of fire protection and training needs of individual local fire departments. Services to industrial fire brigades were provided to several Maine industries, as this area continues to request assistance due to OSHA regulations.

The Fire Academy at Presque Isle continues to grow. A two-week academy was conducted in September for Fire Fighter I and II levels with 31 completions. Fire personnel from across the State participated. After five years of hard work, the five-year plan for fire training and education for the State of Maine has been completed.

Maine Adult Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program, the GED program, general evening school, community education, adult handicapped basic literacy (state funded) and adult basic education (federally funded). One hundred twenty-nine local agencies in the State now offer some type of adult education programming. Enrollments during the school year 1979-80 totalled nearly 60,000. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school programs offer programs in avocational skills. Basic literacy programs are offered those persons with a low level of educational attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

Veterans Education: During FY 1981, the Veterans Education unit of the Department continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents.

Funding problems plagued the unit during the second quarter of the State fiscal year (first quarter of the Federal fiscal year). During this time members of the unit dealt solely with institutional training. In January of 1981, the contract with the federal government (VA) for the performance of approval activities was expanded to include the review and evaluation of on-the-job training programs.

Veteran and eligible dependent participation in education and training programs has decreased over the past few years. It is expected that this decrease per year will be leveling off during FY 1982 and will begin to increase the following year as a result of pending veteran education and training legislation.

During FY 1981, the Veterans Education unit continued approval and supervisory activities with 35 institutions of higher learning, 25 branches of these 35 institutions, 93 schools which offer non-college degree programs and over 200 training establishments which offer one or more on-the-job training programs. There were approximately 3,300 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year. They brought approximately $16,000,000 into Maine through the receipt of Veterans Administration educational benefits.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

PUBLICATIONS:

Various publications in the following categories are available free of charge:

- Adult Education
- Agriculture
- Consumer and Homemaking Education
- Home Economics Wage-Earning Programs
- Industrial Arts
- Trade and Industry
- Vocational-Technical Institutes
- Miscellaneous Bureau Publications

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	829,087	356,685	30,720		441,682	
Retirement	140,432	59,451	5,465		75,516	
Computer Services--State	131,600				131,600	
Rents	13,364	1,903	8,333		2,628	
Commodities	15,536	7,581	442		7,513	
Grants—Subsidies—Pensions	2,953,597	1,508,449			1,445,148	
Equipment	8,701				8,701	
Transfers to Other Funds	218,103		1,394		216,709	
Other Contractual Service	692,881	102,270	2,514		568,097	
TOTAL EXPENDITURES	5,003,301	2,036,339	49,368		2,917,594	

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
WILLIAM L. VASSAR, Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20 M.R.S.A., Sect. 57

Average Count—All Positions: 67½ *Legislative Count:* 67½

PURPOSE: The purpose of Central Maine Vocational Technical Institute (CMVTI) is to offer vocational and technical training. Full-time courses are aimed toward students who have completed or left the secondary school. Short-term courses are also provided for adult workers. Technical courses are at a level beyond the secondary school level and normally require high school graduation for entry. Other vocational courses offered are usually of somewhat greater depth and sophistication than similar courses offered at the high school level. As CMVTI expands, it is expected that most new courses will be at the technical level.

ORGANIZATION: CMVTI was organized on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the institute leased the old "Buick Building" in Lewiston, and in January of 1966, it was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 11 programs of study: Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Power Engineering Technology, Property Tax Assessment, Sheet Metal Technology and Welding Technology. Of these, Practical Nursing is a one calendar year in duration, commencing in September and completing in August. Welding is a 26 week program starting in September and completing in March. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to these students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained four additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, Sheet Metal, Power Engineering and Electromechanical Technology Programs.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program can be divided into 3 categories: full-time entry level programs, part-time supplemental programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the post-secondary level for entry into trade, industry or commerce positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. An attempt is currently underway to allow for individual differences in regard to advanced placement of students within the courses, so as not to place students into redundant learning experiences.

To date, a number of learning modules have been produced with the aid of the Learning

Resources Department. These modules are being tested and revised and put into use in order to increase the flexibility of courses, increase learning potentials, and improve instruction efficiency. This is an on-going effort.

Supplemental Programs. These are mostly evening part-time courses offered to employed and unemployed individuals in order to supplement their present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus locations, but under the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields. In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 81 there were approximately 425 full-time day students and approximately 2,000 night students receiving supplemental training at the Institute.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,165,803	1,079,396	10,135		76,272	
Retirement	189,199	180,537	1,506		7,156	
Rents	25,034	24,970	64			
Commodities	365,389	340,911	21,068		3,410	
Grants—Subsidies—Pensions	131,805	61			131,744	
Equipment	99,106	64,113	34,993			
Transfers to Other Funds	3,545		1,394		2,151	
Other Contractual Service	264,920	211,843	29,023		24,054	
TOTAL EXPENDITURES	2,244,801	1,901,831	98,183		244,787	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR
RAYMOND L. THIBODEAU, Assistant Director

Central Office: Hogan Rd., Bangor *Telephone:* 942-5217
Mail Address: Hogan Rd., Bangor, Maine 04401 289-2958
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 441; *Unit Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 76 *Legislative Positions:* 68

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic priniciples of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building orginally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Construction of a mechanical building to house 4 programs (welding, heating, air conditioning and refrigeration) has been completed. The programs were implemented in 1979-80. EMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: During FY 1981, the Eastern Maine Vocational Technical Institute (EMVTI) has operated fourteen (14) daytime programs and 150 Continuing Education programs. There were about 530 day-time students and over 2,000 continuing education students. Job placement has remained extremely high with nearly 90% of the 1981 graduates employed upon graduation.

Major attainments for 1981 are: major improvement in the building construction program; lowering of the attrition rate; the largest graduating class in history; major energy savings; use of computer on student records and improved maintenance schedule.

The EMVTI program is a planned balance of classroom, laboratory, and practical experience designed to produce competent technicians. Students are encouraged to develop proper work habits in conjunction with skill development. All students also pursue a carefully planned related subject program in communications, mathematics and social awareness that seeks to complement the job skills.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational Technical Institute—Catalog -'80-82

Program folder. Fourteen different folders, illustrated, giving detailed information about individual programs.

Student Handbook 1980-81

Adult and Continuing Education. A listing of fall semester CED courses (updated by semester).

Single brochure for all programs.

All publications are available without charge.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,370,003	1,127,708	86,267		156,028	
Retirement	222,906	189,346	15,812		17,748	
Rents	7,574	6,600	974			
Commodities	333,473	229,544	100,172		3,757	
Grants—Subsidies—Pensions	227,621	394			227,227	
Equipment	89,738	88,782	956			
Transfers to Other Funds	4,675		2,805		1,870	
Other Contractual Service	421,851	345,562	64,121		12,168	
TOTAL EXPENDITURES	2,677,841	1,987,936	271,107		418,798	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BERNARD A. KING, DIRECTOR

Central Office: Gilman St., Waterville *Telephone:* 873-6133
Mail Address: Gilman St., Waterville, Maine 04901
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 442; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 42 *Legislative Count:* 35

PURPOSE: Kennebec Valley Vocational Technical Institute's (KVVTI's) mission is to provide quality vocational programs and services to all persons interested in training or improving their skills for employment in a vocational technical occupation.

It is the school's specific intent to develop and place emphasis on programs that prepare students at the post-secondary level for job entry vocational positions. Any student whose aptitude, ability, and interest qualify him/her for training or employment as a skilled worker is eligible to apply.

The objectives of the Institute are based upon the central belief that the individual needs to become worthy of oneself and to be responsible to society. Self worth in both respects increases through education and the development of one's abilities. It is the Institute's belief that the vocational-technical education and the development of a person only begins with the acquisition of basic knowledge and a suitable skill; the process of education and development continue throughout one's lifetime.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979 the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs).

KVVTI is now governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician and Licensed Practical Nursing. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

Current KVVTI goals are as follows:

To expand current educational full-time and short term programs to meet predetermined individual and industrial needs.

Maintain the quality of current programs while incorporating means to enhance and enrich student horizons.

To continue to improve the efficiency and organizational structure of the Institute.

The stated goals and objectives of Kennebec Valley Vocational Technical Institute outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 250 regular day students and over 2,500 evening adults during FY 1981. Placement of graduates has averaged 82%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland and Damariscotta. KVVTI received full accreditation by the New England Association of Schools and Colleges in December, 1979.

During the summer of 1980 Kennebec Valley VTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Occupancy is anticipated for the Fall of 1981.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The NMVTI associate degree is granted to all students satisfactorily completing the two-year Business Administration or Secretarial program at KVVTI.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans—free.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	621,393	501,002	22,003		98,388	
Retirement	103,991	84,470	3,576		15,945	
Rents	3,238	2,710	23		505	
Commodities	78,391	55,332	15,082		7,977	
Grants—Subsidies—Pensions	3,025	263			2,762	
Equipment	21,204	725	7,653		12,826	
Transfers to Other Funds	5,943		2,292		3,651	
Other Contractual Service	185,605	55,829	73,999		55,777	
TOTAL EXPENDITURES	1,022,790	700,331	124,628		197,831	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

RICHARD KNIGHT, DIRECTOR
JAMES C. PATTERSON, Assistant Director

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1962 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20 M.R.S.A., Sect. 2263

Average Count-All Positions: 90.5 *Legislative Count:* 70.5

PURPOSE: The major goal of this Institution is to provide quality instruction in various occupational skills and related subject areas. This assures the accessibility and diversity for graduates of our full-time and part-time programs to obtain employment in their chosen occupation. An additional goal is to provide services and learning experiences to students in an effort to provide leadership, citizenship, and the tools necessary to function in a complex environment as a productive citizen.

ORGANIZATION: NMVTI is a State supported, postsecondary institution, governed by the State Board of Education and administered by the Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A M.R.S.A.

The Institute was founded in 1961 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated from converted Air Force facilities. The first new permanent building was completed in 1970, and seven others have been added since that date. Construction of a new mechanical trades building is scheduled for completion in the Summer of 1982.

The school began in 1963 offering four occupational programs with an enrollment of 78 students. In School Year 1980-81, NMVTI offered training in 17 occupational programs with an enrollment of 540 students. As a postsecondary institution, NMVTI offers two-year Associate Degree programs, two-year Diploma, and Certificate programs of 1 year or less.

PROGRAM: During FY 81 the Day School Division served over 550 students in 17 occupational programs. A total of 214 students graduated in May, 1981, with 66 receiving Associate Degrees, 130 receiving Diplomas and 18 receiving Certificates. Job placement opportunities were favorable with an anticipated placement rate of 90% which corresponds with FY 80 figures.

The Division of Adult Education served over 2,500 students throughout the County offering various courses on campus and at satellite centers located in Hodgdon, Houlton, Van Buren, and Sherman. Training programs were also offered for business and industry. Special services and programs were offered during the year for various agencies such as CETA, Migrant Education, Aroostook Community Action Program (ACAP) and Forestry.

Major activities during the year included: 1) Administration and supervision of a Migrant program for High School age students to become familiar with vocational education; 2) Hosting the Fire Fighters Academy for two weeks; 3) Hosting the Spruce Bud Worm Spray program. NMVTI served as base headquarters for the total operation. Housing, feeding and office space was made available for up to 150 individuals; 4) The new cafeteria was completed during this period with the changeover being made before the start of school in August; 5) Three new apartment-style dormitories were completed in December with students taking occupancy at the beginning of the second semester; 6) A Bond was approved which provided funds for a Mechanical Trades Building that will house four programs now housed in old temporary Air Force buildings; 7) A new IBM 34 Computer was installed replacing an older model; and 8) A new community education program called "Fitness for Life" was implemented with excellent attendance and results.

LICENSES, PERMITS, ETC.:

Associate Degree
Diploma
Certificate

PUBLICATIONS:

Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
Adult Education Schedules—2 times per year
(These publications are all free.)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,665,751	1,158,551	189,914		317,286	
Retirement	260,992	194,618	28,901		37,473	
Rents	118,655	26,616	44,109		47,930	
Commodities	553,536	354,920	131,294		67,322	
Grants—Subsidies—Pensions	349,379	17,315	3,130		328,934	
Buildings and Improvement	3,233	575	2,658			
Equipment	141,342	102,233	19,758		19,351	
Transfers to Other Funds	10,497		6,106		4,391	
Other Contractual Service	522,081	358,641	106,746		56,694	
TOTAL EXPENDITURES	3,625,466	2,213,469	532,616		879,381	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 444; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 176 *Legislative Count:* 106½

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science
Maritime Technician
Plant & Soil Technology
Plumbing & Heating

Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Respiratory Therapy
Wastewater Treatment Plant Operator
Radiologic Technology

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,477 in the 80-81 school year. An additional 6,500 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

SMVTI courses in York County Community College Services (YCCCS) had an enrollment of 95 students.

Financial Aid. The amount of financial aid obtained to assist students in completing their education amounted to approximately $600,000 for 80-81. Student assistance is received through federal programs of Basic Education Opportunity Grant, Supplemental Education Opportunity grant, College Work-Study and Maine guaranteed student loans. The number of recipients grew to over 400 students who were also able to receive some personal as well as financial counseling through the program. The Veterans Cost of Instruction program on campus has received commendation for its services and continues to serve veterans. Job placement at graduation is holding at approximately 90%.

Other Activities. The Marine Science program option which is funded by Gulf Oil Company to train third mates and third engineers graduated its fifth class this year to accept these highly paid positions. The high quality and success of the program has elicited interest in expansion as well as other possible options by others in the industry.

SMVTI became the official testing site of combination heating units being introduced in the State. This honor is directly due to the recognized abilities of the Heating & Air Conditioning program staff. The students will gain the direct benefit of working with new up-to-date equipment as well as the testing experience A new building has been donated for the Energy Testing Laboratory of Maine.

The Respiratory Therapy program, which was initiated in conjunction with the Maine Medical Center and financial support from the Area Health Education Center (AHEC), the regional support center, graduated its fifth class this year. All of the graduates found immediate employment in their field. The program is accredited by the Respiratory Therapy accrediting board of the American Medical Association. The State Board of Education has the awarding of Associate Degrees in Allied Health Sciences, which includes a new program in Radiologic Technology.

A Women's Training and Employment program, in which 18 women are participating, is being held on campus the summer of 1981, affording this group the opportunity to learn about various career options in the technical field.

The Affirmative Action Committee has met regularly to review policies. Changes were made in the following areas: handicapped access, hiring procedures, curriculum review, employment recruitment, grievance procedures and a revision of the Affirmative Action Plan.

Physically the campus continues to change from an old military installation to a modern educational institution. The first phase of a Marine Science building which will allow the consolidation of these services is now complete. The Plant & Soil Technology program has contributed much to the overall appearance of the campus. The new facility to house the Building Construction program has been completed. All interior finishing was accomplished by faculty and students in the various programs; i.e., Building Construction, Heating, Plumbing, Electrical. This building project was made possible by the bond issue approved by the voters in

December, 1977. A later bond issue will make possible a new Machine Tool/Mechanicals building scheduled for completion in late 1982.

LICENSES, PERMITS, ETC.:

- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:
No charge for any of the following publications:

- Campus Map
- Information Sheet
- Admissions Policies
- Program Brochures as follows:
  - Applied Marine Biology & Oceanography
  - Automotive Technology
  - Building Construction
  - Culinary Arts
  - Electrical Technology
  - Electronics Technology
  - Industrial Electronics Technology
  - Heating, Air Conditioning
  - Hotel-Motel-Restaurant Mgt.
  - Industrial Electricity
  - Law Enforcement Technology
  - Machine Tool Technology
  - Maritine Technician
  - Marine Science
  - Plant and Soil Technology
  - Wastewater Treatment Plant Operator (booklet)
  - Radiologic Technology
  - Respiratory Therapy (booklet)
  - Plumbing and Heating
  - SMVTI Catalog, 1980-1982

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,703,729	1,741,411	273,399		688,919	
Retirement	439,241	289,957	51,609		97,675	
Rents	20,485	11,911	3,312		5,262	
Commodities	636,713	481,606	99,396		55,711	
Grants—Subsidies—Pensions	308,039	1,540	3,903		302,596	
Buildings and Improvement	1,500		1,500			
Equipment	299,334	202,089	38,677		58,568	
Transfers to Other Funds	15,447		6,205		9,242	
Other Contractual Service	753,495	382,494	265,052		105,949	
TOTAL EXPENDITURES	5,177,983	3,111,008	743,053		1,323,922	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

PETER G. PIERCE, DIRECTOR
RONALD RENAUD, Assistant Director
MARTIN H. ARSENAULT, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: River Road, Calais, Maine 04619
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 445; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 58 *Legislative Positions:* 43

PURPOSE: It is the primary purpose of WCVTI to prepare and train students to obtain jobs in their field of study upon graduation. The Institute implements this goal by providing the students with the specific skills necessary for entry-level employment in industry; the communication and computational skills necessary to pursue career goals, the skills necessary to secure and maintain employment; and career awareness and career goals.

ORGANIZATION: During the first few years, WCVTI was strictly a two-year school—much in the pattern of several of the other institutes. In consideration of many factors, the Institute has placed emphasis on programs that are one year or less in length. The three principal factors that influence the development of short-term programs were admissions, attrition and placement.

The curriculum consists of a balanced schedule of classroom study and realistic work projects. Students learn by doing, as well as by studying the theoretical and technical aspects of the field. Each of the seventeen instructional programs offered at WCVTI has been designed to train students to qualify for existing job opportunities. Course content is revised on an annual basis to conform with changes in the requirements, regulations and innovations of industry. Technical training at the Institute is enhanced by courses in communication and personal finance.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: WCVTI enrolled 317 full-time and 1,328 part-time students during the 1980-81 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupations for which they were trained.

The current enrollment goal is 500 full-time day students.

LICENSES, PERMITS, ETC.:
- Diploma
- Certificate of Completion

PUBLICATIONS:
1. WCVTI Catalog 1980-81 (Free)
2. Individual Program Brochures (Free)
   - Automotive Technology
   - Boatbuilding Technology
   - Diesel Service
   - Electronic Communication
   - Food Service
   - Heating
   - Home Construction
   - Plumbing
   - Residential Electricity
   - Secretarial Studies
   - Welding
   - Wood Harvesting
   - Commercial Fishing
   - Marine Mechanics
   - Marine Finishing
   - Heavy Equipment Mechanics
   - Retail Management
3. Women In The Trades

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	931,624	711,041	7,258		213,325	
Retirement	153,117	118,929	1,828		32,360	
Rents	25,930	13,122	—1,459		14,317	
Commodities	370,241	275,904	81,656		12,681	
Grants—Subsidies—Pensions	18,443	443			18,000	
Equipment	38,724	15,297	22,250		1,177	
Transfers to Other Funds	8,678		2,545		6,133	
Other Contractual Service	256,674	175,534	36,679		44,461	
TOTAL EXPENDITURES	1,803,481	1,310,270	150,757		342,454	

BOARD OF EMERGENCY MUNICIPAL FINANCE

R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: 1935 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 319; *Citation:* 30 M.R.S.A., Sect. 5301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose and object of the establishment of the Board is to enable the municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure to the State the collection of the taxes due from the said municipalities to the State.

ORGANIZATION: The Board is composed of the Commissioner of Finance and Administration, the Treasurer of State, and the State Tax Assessor, who serves as chairman.

PROGRAM: The board is inactive unless the conditions described below exist in one or more municipalities. No activity occurred in FY 81.

The board is authorized and empowered, in the event that a municipality becomes one year and 6 months in arrears in the payment of its taxes to the State in full or in part, or defaults on any bond issue or payment of interest due thereon, or refuses or neglects to pay school and other salaries due and has received from the state funds in support of its poor, to cause to be made an audit of the financial condition of said municipality. The audit will be at the expense of said municipality. An investigation of the financial affairs of such municipality can be made that will reveal whether or not its affairs are in such condition that the interest of the State and public necessity, in the Board's judgment, require that its affairs be taken over and administered under the law. Further investigation of the affairs is then possible in order to determine the reason for such failure to pay such taxes and indebtedness and the reason for the need for state relief of its poor.

Whenever any municipality shall make application to the State for funds in support of its poor, the board is authorized and directed to cause to be made the audit and investigation provided for in the law.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

STATE EMPLOYEES' APPEALS BOARD

PAUL R. DUMAS, JR., CHAIRMAN

Central Office: 82 Congress St., Rumford *Telephone:* 364-2727
Mail Address: 82 Congress St., Rumford, Maine 04276

Established: 1967 *Sunset Termination Required to Start by:* December 31, 1981

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 320; *Citation:* 5 M.R.S.A., Sect. 751

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Employees Appeals Board was established to resolve grievances of employees of Maine State Government with their departments and agencies. Its primary responsibilities are to mediate the final settlement of all grievances and disputes between individual State employees, both classified and unclassified, and their respective State agencies, except in matters of classification and compensation; and to subpoena and require the attendance of witnesses and the production thereby of books, papers, public records and other documentary evidence pertinent to such investigation; and to promulgate operating policies and rules and regulations as necessary, establish organizational and operational procedures and exercise general supervision.

ORGANIZATION: The State Employees Appeals Board was established in 1967 as an impartial board of arbitration consisting of three members appointed by the Governor with review by the Joint Standing Committee on Labor and confirmation by the Legislature, for terms of three years. Members must be persons not employed by the State of Maine who have established a background positively indicating a capacity to mediate grievances between management and labor, one of whom must be an attorney admitted to law practice in the State of Maine. Responsibility for investigation of unfair employment practices in Maine State Government was formerly a function of the State Personnel Board. The Appeals Board appoints a chairman from its members and employs no other personnel or assistants.

PROGRAM: No report was submitted for the year 1979-80. However the Board was active, heard numerous grievances and rendered decisions on all of them.

During the year 1980-81, in addition to the usual grievances, the Board resolved the "sick-out" issue. Hundreds of employees had filed grievances against several State Departments claiming their rights to sick-leave and annual leave had been denied as the results of a massive walk-out.

This was a complex issue and several pre-hearing conferences were held with representatives from the Governor's office, the Personnel Department, Department heads, the Attorney General's office and counsel from MSEA. As a result of these meetings cases were consolidated; some were resolved through affidavits and the eventual result was that the approximately 50 cases still remaining were resolved in three hearings.

The Board has not been active since December of 1980 since grievances are being taken care of through arbitration, and as the result of legislation passed by the most recent session of the Legislature the Board will be abolished on December 31, 1981.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYEES' APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,500	2,500				
Other Contractual Service	382	382				
TOTAL EXPENDITURES	2,882	2,882				

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

ROGER L. SEVIGNY, CHAIRMAN
CHRISTINE S. GIANOPOULOS, Executive Secretary

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2141
Mail Address: 32 Winthrop St., Augusta, Maine 04330 289-3094 (TTY)
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 791
Average Count—All Positions: ¾ *Legislative Count:* 2

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee is to work with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

In 1964, and through another Act of Congress, the name of the Committee was amended by deleting the word "physically". This Act, requested by President John F. Kennedy in 1963, provided that the Committee program be extended to serve persons with mental limitations, as well as those with physical limitations, who seek employment opportunities. The name of the Maine committee was changed accordingly.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. The Committee is composed of 23 members appointed by the Governor.

PROGRAM: The Committee's principal function is to provide information, training and technical assistance on issues that affect employment of the handicapped, e.g. architectural barrier removal and affirmative action. The work of the Committee is conducted through subcommittees on Architectural Barriers, Employment, Legislation and Education.

Architectural Barriers: The Committee initiated legislation to adopt the revised ANSI "Standards for Making Buildings Architecturally Accessible". The law should improve compliance with barrier free design standards and promote a more accessible environment for mobility impaired citizens.

Employment: Work with employers and public agencies responsible for training and placement of handicapped workers to identify problems that hamper placement of disabled job applicants.

Education: The United Nations has proclaimed 1981 the International Year of Disabled Persons. The Committee is working with other organizations on numerous activities to promote public awareness of the International Year. A major project is a statewide Equal Rights Conference scheduled for November, 1981 in Augusta. Other Education activities include sponsoring the annual Ability Counts essay contest for high school students, and assisting public schools to conduct disability awareness programs.

Goals FY 82. Broaden membership of Governor's Committee On Employment of the Handicapped to include more employers; monitor implementation of revised ANSI Standards; increase training/technical assistance to employers; develop a statewide, model curriculum for teaching about disability.

LICENSES, PERMITS, ETC.:
International Symbol of Access

PUBLICATIONS:
The following are available at no charge:

1. Affirmative Action to Employ Disabled People
2. Maine Guide for Handicapped and Elderly Travelers
3. Taxes and Disability
4. The Law and Disabled People
5. Mainstreet: Community Action for Disabled Americans
6. Maine's Laws on Architectural Accessibility

We also have a list of 50 publications that are available free from the President's Committee On Employment of the Handicapped.

FINANCES, FISCAL YEAR 1981: The expenditures for this unit are, by administrative decision, included with the Bureau of Rehabilitation.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN
RICHARD DARLING, Supervisor of Conservation Programs, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3811
Mail Address: Statehouse, Sta. #53, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources persuant to that chapter. The Council must also report in two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report will be submitted in January, 1982.

ORGANIZATION: The only formal structure adopted by the Council is as follows: Chairman, Alan Mooney, Engineer; Vice-Chairman, Robert Mickless, Industrial Representative; Secretary, Harmon Harvey, Municipal Official.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The Standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for their review. Following this the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980.

FINANCES, FISCAL YEAR 1981: Public Law, Chapter 503 appropriated $23,625.00 to the Office of Energy Resources for implementation of that Chapter including support of the Advisory Council's activities.

STATE ENERGY RESOURCES ADVISORY BOARD

GORDON L. WEIL, DIRECTOR
OFFICE OF ENERGY RESOURCES

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 321; *Unit Citation:* 5 M.R.S.A., Sect. 5007
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: One member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: One representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years. An entirely new membership was assembled in 1981.

PROGRAM: The new board met in May, 1981 as of this writing. State energy policy options were discussed as well as ideas for possible legislation. The board will continue to meet and remain active throughout the year.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

BOARD OF DIRECTORS OF ENERGY TESTING LABORATORY OF MAINE

GORDON L. WEIL, CHAIRPERSON, BOARD OF DIRECTORS
CARL R. FLINK, Director, E.T.L.M.

Telephone: 799-7303
Central Office: Tripp Bldg., Southern Maine Vocational Institute, Fort Road
Mail Address: Southern Maine Vocational Technical Institute, Fort Road, So. Portland, Maine 04106

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 424; *Unit Citation:* 10 M.R.S.A., Sect. 1001

Average Count—All Positions: 14.4 *Legislative Count:* 0

PURPOSE: Effective September 14, 1979, the Board of Directors of the Energy Testing Laboratory of Maine was established to oversee the Energy Testing Laboratory of Maine which is within the Department of Educational and Cultural Services. Specifically, the Board has the authority to set policies concerning testing, product approval, labeling, reporting, consultant services, hiring subject to the Personnel law and other matters relating to the operation of the testing laboratory. Furthermore, the board of directors was directed to conduct a study with regard to the scope and operations of the testing laboratory to assist in the enactment of additional legislation governing its operation for the Governor and the 110th Legislature.

ORGANIZATION: The composition of the board of directors is as follows: the State Fire Marshal or his designee; one member of the Oil and Solid Fuel Board, and one member of the Board of Boiler Rules, elected by the respective memberships of the boards; one representative of manufacturers of energy-related equipment, one representative of companies involved in the installation, but not in the manufacture of energy related equipment, one representative of the public, and one member from an insurance company's safety inspection department all appointed by the Governor; the Commissioner of Business Regulation or his designee; one member of the College of Engineering and Science of the University of Maine at Orono, selected by the dean of the college; the Director of the Office of Energy Resources or his designee; and the Commissioner of Educational and Cultural Services or his designee. Members of the board who are appointed or elected are appointed or elected for terms of 2 years and serve until their successors are selected and qualified. Board members receive no compensation but are reimbursed for necessary expenses incurred in the discharge of their duties at the same rates as would apply to employees of the State, subject to appropriations made. Any decision of the board of directors is subject to review by the State Board of Education.

PROGRAM: The Board of Directors met 4 times during the year. It prepared and submitted the required study to the Governor and Legislature. The study noted: "In general, the Board has concluded that the ETLM should test oil and solid fuel burning units for safety according to generally accepted standards providing for objectively and fairness. The ETLM should, as a first priority, serve the needs of Maine citizens and Maine manufactures, but should also be available to serve agencies and manufacturers in other states and countries. The Board will consider, at an appropriate time in the future, the questions of testing units for efficiency as well as safety and of testing units fueled by other than oil and solid fuels." On the basis of the first year's operations, the Board recommended that no additional legislation be enacted. This recommendation was followed by the Governor and Legislature.

Work of the Board is accomplished through three Committees.

Testing standards. The Board reviewed the parallel of other testing agencies and the development of standards elsewhere, especially in Canada as to insure that the ETLM could operate in line with other similar agencies. Attention was given to the development and application of stoker standards. The standard ETLM 78-1 is being revised for improved readability. The Board met with representatives of the Board of Boiler Rules concerning its procedures.

Finances and facilities. Revenues from testing and expenditures followed projections, showing a substantial increase from the previous year.

Operations. The Board designated a firm to conduct on-site quality control inspections. It decided to select a European firm to conduct such inspections there. It also decided to crease the post of Administrative Director to be filled by an engineer.

Activities. Under the supervision of the Director, the following equipment was tested: 62 boilers, 63 radiant stoves, 56 furnaces, 15 air circulating stoves and 27 other devices, a substantial increase from the previous year. This equipment was submitted for testing by manufacturers in the United States, Canada, Liechtenstein, Italy, Denmark, Germany, and Austria.

The test results have been recognized by the Building Officials Conference of America, International Building Code Officials and the Southern Building Code Conference, International, thus rendering its acceptance nationwide. State regulatory authorities, including the Oil and Solid Fuel Board of Maine and the Massachusetts Fire Marshal's Office, accept its listing. Other state agencies recognizing the Laboratory listing include Wisconsin, Arkansas and Connecticut.

A labeling service is available to manufacturers whose equipment has been listed. The Laboratory concludes quality control agreements with manufacturers whose equipment has been listed.

PUBLICATIONS:

ETLM Standard 78-1 TESTING FOR SAFETY—$6.50
ETLM Product Listing Directory—Jan., 1981—$3.00

FINANCES, FISCAL YEAR 1981: The Laboratory receives fees to cover expenses.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER

Telephone: 289-2811
Central Office: AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985

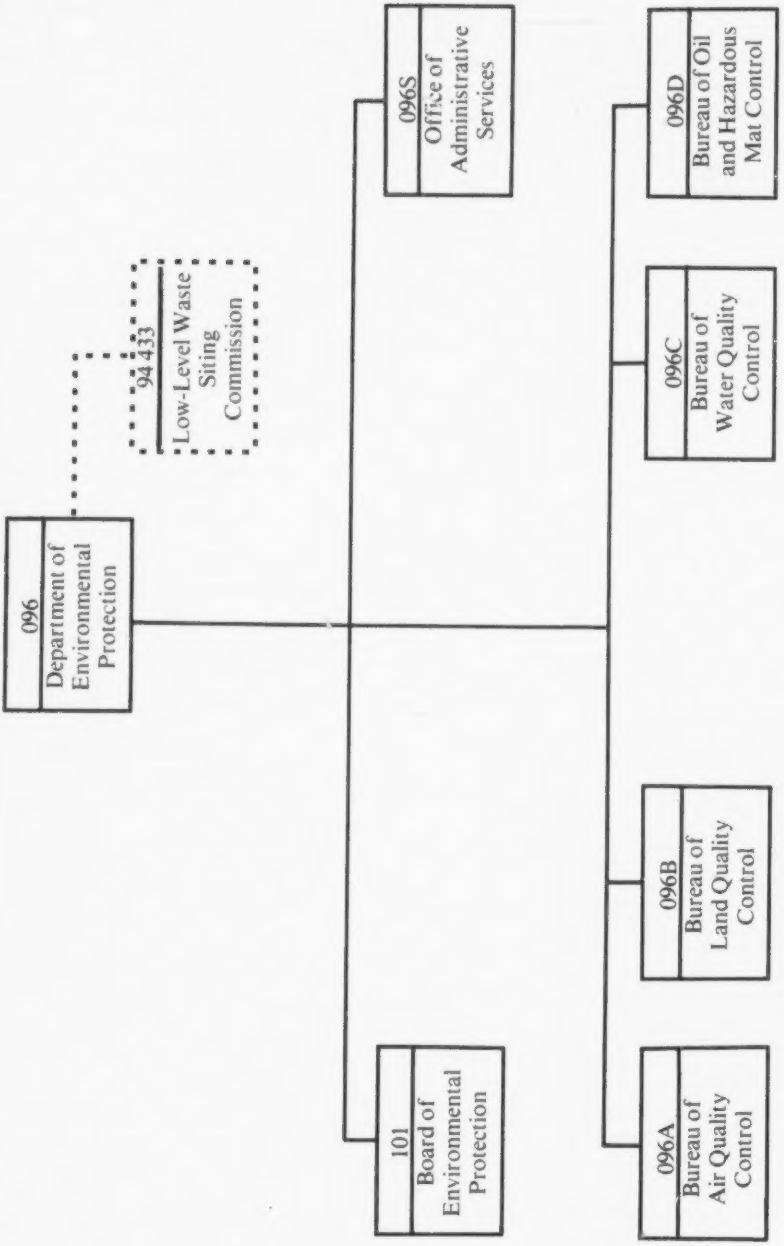
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 172 (includes 14 seasonal)
Legislative Count: 72 (includes 2 seasonal)

Organizational Units:
Board of Environmental Protection
Office of Administrative Services
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection was established to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment. The department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06


096
Department of Environmental Protection
94 433
Low-Level Waste Siting Commission
101
Board of Environmental Protection
096S
Office of Administrative Services
096A
Bureau of Air Quality Control
096B
Bureau of Land Quality Control
096C
Bureau of Water Quality Control
096D
Bureau of Oil and Hazardous Mat Control

Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,658,261	1,126,591	279,705		1,251,965	
Retirement	461,406	192,612	48,812		219,982	
Computer Services—State	42,455	37,469	4,986			
Rents	56,975	22,242	20,555		14,178	
Commodities	152,511	63,944	33,540		55,027	
Grants—Subsidies—Pensions	6,694,158	500,278	1,240		23,471	6,169,169
Equipment	182,157	27,628	37,616		116,913	
Transfers to Other Funds	110,924		26,001		84,923	
Other Contractual Service	1,232,853	355,435	278,543		598,875	
TOTAL EXPENDITURES	11,591,700	2,326,199	730,998		2,365,334	6,169,169

ENVIRONMENTAL PROTECTION

The department, through authority vested in the Board of Environmental Protection, is empowered to exercise the police powers of the state to control, abate and prevent the pollution of air, waters, and coastal flats so as to prevent diminution of the highest and best use of the natural environment of the state. It is further authorized to make recommendations to each legislature regarding classification or reclassification of surface waters and the control, abatement and prevention of environmental pollution and to grant licenses and initiate enforcement actions according to environmental laws. It's staff also negotiates and enters into agreements with federal, state and municipal agencies; administers laws relating to protection and improvement of waters, including wastewater discharge, oil discharge prevention and control of oil-related pollution, hazardous waste, and licenses sewage treatment plant operators. The department authorizes establishment of sanitary districts. It also administers laws relating to the protection and improvement of air, site location of development, minimum lot size, mandatory shoreland zoning and subdivision control, wetlands, great ponds, solid waste management, hazardous waste, and septic tank and cesspool wastes, and exercises whatever other duties may be delegated by the board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollutants and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution studies and control and matters relating to air pollution. That title was shortened to Environmental Improvement Commission in 1969.

Effective July 1, 1972, State Government reorganization legislation redesignated the Commission as the Board of Environmental Protection (BEP), hereafter referred to as the Board, and created a new Department of Environmental Protection (DEP) consisting of the statutory Bureaus of Air Quality Control, Land Quality Control and Water Quality Control plus the existing Offices of Administrative Services and Technical Services. The position of director was elevated to commissioner, who also was empowered to serve as a member and chairman ex officio of the Board. The new DEP's responsibilities included administration of the Site Location of Development Act, Oil Discharge Prevention and Pollution Control Act, Protection and Improvement of Air Act, Great Ponds Program, Solid Waste Management Act, Wetlands Control Act, the mining rehabilitation duties of the disbanded Maine Mining Commission, the Minimum Lot Size Law, plus its original statute, the Protection and Improvement of Water.

Appointive membership of the Board remained essentially the same as that of the former EIC, that is, ten members appointed by the governor, for terms of three years. There were two representatives each from the public, industry, municipalities, conservation interests, and two knowledgeable about air pollution. In 1975, the 107th Legislature eliminated categorical representation, requiring instead that members be selected who have the "broadest possible interest and experience." That year, also, functions of the Office of Technical Services were absorbed by the three bureaus, and the office was eliminated.

Two legislative changes affecting operation of the BEP took place in 1976. In the first, the Commissioner's right to cast tie-breaking votes as chairman ex officio was rescinded. Secondly, calendar year 1976 saw preparation for the demise of the Executive Council. With that event, effective in January 1977, authority for confirmation of gubernatorial appointments of Commissioner and Board members shifted to the Legislature. Hearings on the qualifications of nominees are conducted by the legislature's Joint Standing Committee on Natural Resources.

In 1977, the first Regular Session of the 108th Legislature passed legislation initiated by the department to standardize the DEP's administrative procedures. Criteria which had appeared under the 13 separate statutes administered by the agency were removed from those laws and combined under Title 38 M.R.S.A., Chapter 2. The consolidation included the department's regulations, methods of processing applications, hearings procedures, judicial appeals, the handling of suspected violations, judicial enforcement procedures, and the standardization of penalties for violations of all environmental laws.

In the second regular session the 108th legislature adopted a DEP-proposed law which allows the department's organizational structure to respond to changing environmental conditions and needs. The law no longer requires the specific organizational units of the bureaus of Air, Land and Water Quality Control, and authorizes the Commissioner, with BEP approval, to modify the structure as needed. Also during the second session, the terms of Board members were increased from three years to four, effective July 6, 1978.

In 1979 Maine's solid waste management law was amended by the 109th Legislature to include hazardous waste and septage, and the department was directed to conduct a statewide survey of hazardous waste production. Upon completion of the survey the department is to prepare a plan for "the safe and effective management of hazardous wastes within this State."

The legislature also gave the board authority to specify substances which are hazardous and to establish rules for the handling of those substances. The new law provided criminal penalties up to $25,000 per day for violation of those rules, and gave the Attorney General and commissioner broader emergency powers. The legislature also directed the creation of a citizens' hazardous waste committee to advise the department.

The 110th Legislature established a hazardous waste response fund and passed legislation to faciliate the development of hazardous waste facilities.

PROGRAM: The Department of Environmental Proection's activities, goals, objectives and plans are reflected in the reports of the indivudal bureaus.

Information and Education Division. The division conducts a coordinated public information, education and participation program for the Department. It provides a continuous flow of information about the agency and its operations to the people of the state. The division provides services in the areas of press relations, audio-visual production, public information and referral, and technical library support. The division prepares and distributes news releases and feature stories, publishes a monthly newsletter, and prepares material for printing. Maintenance of a 24-hour toll-free telephone answering service, newsclip service with daily distribution, preparation of a departmental directory, and carrying out special projects are also provided by the division.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and, as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

The Kennebec: The Revival of a Dying River
Protecting Your Lake, A Citizen's Guide to the Great ponds Act.
Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.
Cleaning Up the Water, Private Sewage Disposal in Maine.
Sludge: The Resource of Wastewater.
Wastewater Treatment Grants.
Clean Water: Our Precious Resource.
The DEP—What Is It? How Does It Work?
The Air Around Us.
Your Rights and the Process.
What Public Participation Means To You.
Disposal By Incineration
EnvironNEWS, monthly bulletin containing reports on current environmental issues.
All are free.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $98,973.06 in FY 81 and are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (ENVIRONMENT PROTECTION)

JAMES E. LEIGH, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096S; *Citation:* 38 M.R.S.A., Sect. 342

Average Count—All Positions: 22 *Legislative Count:* 10

PURPOSE: This division assists the commissioner and bureau directors in long range financial planning and in the preparation and management of annual and biennial budgets. The staff also provides centralized services in areas common to all bureaus, including personnel bookkeeping, accounting, purchasing, audit and records management.

ORGANIZATION: Within the Administrative Services Division there are three functional units. The first is the Financial which provides centralized accounting and fiscal services for the department. In addition, some centralization of purchasing and property accounting is accomplished by this section. The second section, Personnel, is responsible for all staff personnel actions of the department, processing the paperwork on all personnel actions, advising employees on personnel rules and regulations, preparing payrolls and providing other personnel information and statistics as required. The third section, Computer Services, is responsible for the application of most departmental data processing needs including licensing, modeling, data analysis, trends and statistics. The department's data processing equipment was recently upgraded to speed and improve data handling capabilities and also provide for future system growth.

PROGRAM: The Administrative Services Division provides day-to-day support services in the areas described in its purpose and organization for the entire department.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (ENVIRONMENTAL PROTECTION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	290,171	192,344			97,827	
Retirement	48,801	31,118			17,683	
Computer Services—State	42,455	37,469	4,986			
Rents	1,085	173	912			
Commodities	10,654	6,215	3,067		1,372	
Grants—Subsidies—Pensions	501,098	500,096			1,002	
Equipment	—16,048	1,251	—19,575		2,276	
Transfers to Other Funds	6,084		1,473		4,611	
Other Contractual Service	112,394	82,479	26,373		3,542	
TOTAL EXPENDITURES	996,694	851,145	17,236		128,313	

BUREAU OF AIR QUALITY CONTROL

DAVID E. TUDOR, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 342

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Enforcement Services.

PROGRAM: The quality of Maine's air is judged by the amount of six air pollutants present. These six chemicals, for which ambient air quality standards have been established, are total suspended particulates, sulfur dioxide, carbon monoxide, nitrogen dioxide, lead, and ozone.

The federal Clean Air Act Amendments of 1977 required states to review air quality data and designate those areas where standards for the six pollutants were not being achieved. This Act then required states to submit a "State Implementation Plan" to show how the state would attain the standards. In Maine, the following areas were designated as not achieving the standards, and the state submitted an implementation plan for them: Bangor for carbon monoxide and particulates; Lewiston for carbon monoxide; Thomaston, Augusta, and Baileyville for particulates; Millinocket for sulfur dioxide; and the entire southern part of the state for ozone.

EPA approved Maine's implementation plan with some minor adjustments. The state expects to achieve all required standards by December 1982, the date generally required by federal law. A major effort is now underway to accomplish the actions needed for attainment of the standards by the end of 1982.

The ongoing state monitoring program has discovered two new specific problem areas. Madawaska has shown high sulfur dioxide levels and Presque Isle has shown high particulate levels. The bureau is continuing to study these areas and may designate them as nonattainment in the near future. In addition the bureau is studying several other areas that show possible air quality problems.

Another aspect of the air pollution control program that has been expanded to meet newly developed federal requirements is a program called Prevention of Significant Deterioration (PSD). PSD requires that air which is cleaner than the standards require be protected as a natural resource. Regulations to implement this program were adopted and submitted as a part of the State Implementation Plan Revision. The regulations have been approved by the federal Environmental Protection Agency, and the State of Maine is now operating this program. As a result, new or modified air pollution sources in this state are not required to obtain additional federal permits.

State of Maine air pollution law requires legislative approval of ambient air quality and source emission standards adopted by the Board of Environmental Protection. All appropriate standards and regulations mentioned in the above revisions to the State Implementation Plan have been enacted by the legislature and are permanently in effect until modified by either the Board or the legislature.

Currently the development with the largest impact on air quality in Maine and the associated regulatory control program is the increased pressure, both economic and governmental to convert to coal and other potentially dirtier fuels. The bureau is attempting to develop regulations to avoid air quality problems yet allow such switches as expeditiously as possible. A proposed management approach has been developed, and workshops have been held around the state to collect information from possible suppliers and users of coal, as a first step in developing regulations. Final regulations are expected by early fall 1980.

Summary of Air Quality Activities

Permanent State Wide Network Sites: *Number of Monitors*

14 Total Suspended Particulate
5 Sulfur Dioxide (Continuous)
1 Oxides of Nitrogen (Continuous)
7 Ozone (Continuous)
4 Lead
1 Carbon Monoxide
1 Hydrocarbon (Continuous)

In addition, the Bureau has required many industries to operate ambient air monitoring programs and submit the data to the Bureau. The Bureau, therefore, has access to and reviews air quality data from close to 107 sampling locations throughout the State. Many of these sampling locations measure more than one pollutant, and 9 meteorological monitoring sites.

Enforcement:

Notice of violations served.	35
Abatement orders negotiated.	2
Violations referred to Attorney General for action.	2
Fines and penalties collected.	$15,320.00
Citizen complaints investigated.	128
Air Emission Licenses Issued.	120

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

Publications are available through the Information and Education Division as described under the Departmental heading.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	418,791	175,872			242,919	
Retirement	73,504	30,487			43,017	
Rents	9,529	2,216			7,313	
Commodities	38,130	8,138			29,992	
Equipment	103,774	14,007			89,767	
Transfers to Other Funds	16,658				16,658	
Other Contractual Service	154,069	40,141			113,928	
TOTAL EXPENDITURES	814,455	270,861			543,594	

BOARD OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. Members of the Board must have "the broadest possible interest and experience." The commissioner of the department serves as chairman, ex officio, but cannot vote. In the event of a tie vote, the motion before the Board is considered defeated. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified.

Members of the Board of Environmental Protection receive $40 per day for each meeting or hearing attended. They also receive the standard state reimbursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board. Traveling expenses are paid out of the General Fund.

Meeting times and places are determined by the Board. During October of each year the Board elects a secretary who is not necessarily chosen from among the members of the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. No quorum is required for public hearings of the board because hearings are solely for the purpose of gathering facts; no voting or rendering of decisions takes place. A verbatim transcript or recording is made of each hearing.

PROGRAM: During FY 81 three new members were appointed, two reappointed for another term each, two resigned and one seat remained unfilled when the fiscal year ended.

Access to the Board became an important issue this year and after public hearings and workshops in Bangor, Portland and Presque Isle the Board adopted a policy and two amendments to improve communications between the Board and the public. Under the policy, persons wishing to address the Board were expected to notify the Board Chair before 12:30 p.m. on the day of the meeting. Public access items are normally placed on the agenda beginning at 1:00 p.m. Any person may address the Board on an agenda item then under discussion provided that no motion is pending and the Board may table action on an application should any evidence entered into the record at a Board Meeting result in an alteration or expansion of the record upon which an amendment to the proposed order is based. Applicants will also be provided an opportunity to respond, briefly, to any additional statements or evidence submitted by other parties. In addition, staff may address the Board with any comments or changes that may result from statements by preceding speakers.

One of the amendments provides that an applicant who amends an application after a public hearing notice has been published must place a public notice in newspapers describing their amendment and the determination of the Commissioner. The second amendment liberalizes the reconsideration process and describes the minimum information that should be included in the petition for reconsideration.

An application for an experimental discharge permit to test oil dispersants was another thorny issue this year. The Board repeated a public hearing at the site of the proposed experiment, but maintained its first decision approving the experiment.

The Board held 25 regular meetings this year. These meetings, open to visits from the public, continued to be held on the second and fourth Wednesdays of each month. Board members also received several thousand pages of verbatim transcripts from the 29 hearings conducted during the year.

LICENSES, PERMITS, ETC.:

- Licenses:
    - Air Emission
    - Dredge Disposal Sites
    - Land Fill
    - Oil Terminals
    - Septage Sites
    - Waste Discharge Licenses
    - Waste Water Treatment Plant Sludge
    - Hazardous Waste Interim Authorization
    - Hazardous Waste Transporter
- Permits:
    - Alteration of Coastal Wetlands
    - Log Storage Permits
    - Minimum Lot Size Waiver
    - Mining/Rehabilitation of Land
    - Secondary School Review
    - Site location of Development
    - Shoreline Alterations

PUBLICATIONS:

"The Board of Environmental Protection"—Free

FINANCES, FISCAL YEAR 1981: 38 MRSA, Section 361 provides that expenditures of this unit, which amounted to $28,534.25 in FY 81, shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF LAND QUALITY CONTROL

HOLLIS A. McGLAUFLIN, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2111
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 342

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws and three federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Small Hydroelectric Generating Facilities Law; Coastal Wetlands Act; Minimum Lot Size Law; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumping.

Federal programs, which the Land Bureau is funded under in return for state-level enforcement and administration, include the areas of solid waste management, coastal zone management and coastal energy impact.

ORGANIZATION: There are three divisions of this bureau: the Division of Licensing and Review, previously called the Division of Review and Planning; the Division of Technical Services; and the Division of Enforcement and Field Services.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: finding of fact and order for permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Minimum Lot Size Law, Hydroelectric Generating Facilities Law; Water Quality Certifications; and Concurrance with Statement of Consistency with Maine's Coastal Zone plan.

The following number of Orders, Certifications and Consistency actions have been processed in fiscal year 1981:

Site Location	302
Wetlands	206
Great Ponds	255
Minimum Lot Size	21
Water Quality Certifications	31
Subsidy Determinations	355
Delegation of Authority to Qualified Communities	2

Division of Technical Services: This division was established as a result of a reorganization within the land bureau and is responsible for providing technical support for the bureau and department. The Technical Services Division also replaces many of the functions of the previously existing Waste Management Division. The division consists of the Engineering, Geological and Municipal Services Units.

The Municipal Services Unit consciously promotes recycling, resource recovery and other forms of volume reduction of solid waste. It also provides information and assistance concerning waste management training, regionalization of waste disposal and analysis of solid waste programs in order to encourage cost-effective disposal practices.

The Engineering and Geological units provide technical assistance to the Department through review of applications for Site Location Approval of waste facilities. They also provide expertise for the Bureau's Enforcement Division as well as an extensive program of technical assistance for municipalities, facility operators and private individuals.

The septage program also continues with the Geological Services Unit. By law, every municipality is required to provide a DEP-approved disposal site for septic tank sludge. This year a total of 15 septage applications were processed and enforcement action was taken against seven municipalities for non-compliance.

The proposed State Solid Waste Management Plan is now in the process of being reviewed by the U.S. Environmental Protection Agency. The open dump inventory, which is one of the elements of the plan, is currently underway. Sixty-eight solid waste disposal facilities are to be evaluated and classified as either open dumps or landfills during this year's inventory process.

Division of Enforcement & Field Services: The Division of Enforcement is made up of three regional offices in Portland, Bangor, and Augusta. The Portland regional office is staffed by two people; Bangor is staffed by two people; and Augusta is staffed with one field agent and the division director.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the land bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

The following publications are available from the Division free of charge: (they are also available from the Information and Education Division as described under the Departmental heading.)

Site Location of Development (March 1981)
Protecting Your Coastal Wetlands (March 1981)
Protecting Your Lake (January 1981)
Solid Waste Law (March 1981)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	369,627	240,097			129,530	
Retirement	63,672	40,884			22,788	
Rents	6,536	6,438			98	
Commodities	10,703	9,866			837	
Grants—Subsidies—Pensions	80				80	
Equipment	13,014	5,715			7,299	
Transfers to Other Funds	7,069				7,069	
Other Contractual Service	155,211	120,052			35,159	
TOTAL EXPENDITURES	625,912	423,052			202,860	

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

JOHN J. BROCHU, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2251
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 342

PURPOSE: This bureau administers the state's oil and hazardous materials control program. The oil pollution control program is funded under the Maine Coastal Protection Fund, created by the Coastal Conveyance Act of 1970. The bureau is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities. The bureau inspects and licenses marine oil terminal facilities and administers the third party claim provisions of the Fund.

The changeover to a response team that includes hazardous materials began in 1981. This is tied to the legislative mandate to license and otherwise manage hazardous wastes within the state.

ORGANIZATION: In 1980 the bureau was created by combining the Bureau of Water Quality control's division of oil conveyance services and the Bureau of Land Quality control's hazardous waste section.

The bureau consists of the division of field services and the division of licensing and enforcement. The field services division has offices in Bangor and Portland and the licensing and enforcement division is located in Augusta.

PROGRAM: Many major programs were begun in this fiscal year, among them the first state hazardous waste regulations and the first survey of hazardous waste generated in the state.

The bureau initiated an inspection program of all hazardous waste facilities, including generators and transporters. The State of Maine received interim authorization to implement phase I of the federal Resource Conservation and Recovery Act on March 18, 1981. This is the first step in taking over the federal program.

This past year marked a continued effort to establish a list of uncontrolled hazardous waste sites. A model is being developed to rank uncontrolled sites in Maine. This model will be used to rank Maine sites with national sites. In addition, the bureau adopted regulations to identify hazardous matter and to establish removal and reporting procedures. Further, the bureau processed 54 licenses for interim authorization and 57 transporter licenses this fiscal year.

The following is a breakdown of the oil related activities of the bureau for the past calendar year:

Oil terminals licenses to operate	45
Shoreside terminals	37
Vessels	8
(barrels)	
Volume of oil transferred by licenses	104,826,929
Oil spills reported	299
Volume spilled (gallons)	171,117
Spill related investigations and follow-ups	523
Investigations—non-spill related	56
Spills of unknown origin	56
Applications for lay-up of tank vessels	0
Damage claims processed	27

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits.

PUBLICATIONS:

Maine Oil Recycling Program Directory—free
Initial Hazardous Waste Survey Report: Findings and Analysis—free
Oil Spill Statistical Reports, 1978-1980—free
An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay—$10.00
A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine—$7.00
Oily Wastes Management—An Investigation of Alternatives for the State of Maine—$10.00
Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine—$5.00
Copies of bureau administered regulations are available—free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	313,682		279,705		33,977	
Retirement	54,635		48,812		5,823	
Rents	19,643		19,643			
Commodities	31,606		30,473		1,133	
Grants—Subsidies—Pensions	1,240		1,240			
Equipment	57,191		57,191			
Transfers to Other Funds	30,511		24,528		5,983	
Other Contractual Service	358,575		252,170		106,405	
TOTAL EXPENDITURES	867,083		713,762		153,321	

BUREAU OF WATER QUALITY CONTROL

STEPHEN GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2591
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 342

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting to the legislature their best uses and recommended classifications. Once legal standards have been set, the bureau must see that the classifications are attained and maintained. Many other activities of the bureau are mandated on an annual basis by federal laws. Certain outputs must be maintained in order to qualify for federal funds through the Federal Water Pollution Control Act. Federal funds for the past three fiscal years have included approximately $575,000 per year of program grant funds to aid the bureau in carrying out its responsibilities under both state and federal law. New responsibilities associated with the 1979 takeover of the construction grants program have been added in accordance with the delegation agreement. Grants to aid communities in construction of pollution abatement facilities in this fiscal year totaled $30.1 million of federal money and $6.1 million in state funds.

ORGANIZATION: The Bureau of Water Quality Control has remained stably organized this year; there are six divisions and a regional office. The former Division of Oil Conveyance Services was incorporated into the Bureau of Oil and Hazardous Materials Control in fiscal year 1980.

PROGRAM:

Division of Laboratory Services: The division provides chemical and analytical and consultation services primarily for the Water Bureau and, to a lesser extent, all other Bureaus of the Department. The Laboratory, located in Augusta, is fully equipped and staffed to deal with most of today's analytical problems. Capabilities include trace organic hydrocarbons, metals, nutrients, and demand analysis as well as limited capabilities in bacteriology.

In order to deal with the analytical problems of hazardous and toxic materials, the Laboratory is placing more emphasis on high technology, staff and quality control. Gas chromatography and mass spectrometry are increasingly replacing traditional water quality analysis methods.

Analysis reports totaled about 11,500 during 1980. The totals include a 100 percent increase in trace organic analysis matched by a significant decrease in analyses of traditional parameters. Division activities supported: trend monitoring (lakes, rivers, point sources) and special Water Bureau studies; hydrocarbon-in-air monitoring for the Air Bureau; ground water monitoring at land fills for the Land Bureau; toxics and hazardous materials analytical response for the Oil and Hazardous Materials Control Bureau; and enforcement analytical support as well as consultation services for all bureaus.

Division of Operation and Maintenance: The Division of Operation and Maintenance continued its major responsibility of inspecting public and private wastewater treatment facilities. Other ongoing responsibilities include O & M Manual, plans and specifications review, citizen complaints, and the operator certification program. The Division is also taking part in special field projects with the Planning Division.

Additional responsibilities taken on by the Division in FY 81 include sampling Industrial and publicly owned treatment works as well as Primary Monitoring Network stations maintained by the Department.

In assuming these duties, the Division acquired the two mobile labs and stationed staff in Bangor and Portland. This move allows for better coordination of field activities relating to the overall monitoring program. Also, during FY 81 inhouse training programs were established to maintain and improve proficiency levels of the Division staff. A program to establish "need to know" criteria for the wastewater treatment plant operator certification program has been implemented and targeted for completion during FY 82. Other Division accomplishments during FY 81 include the following:

Comprehensive Evaluations	
Municipal	107
Industrial	35
Inspections	
Municipal	205
Industrial	85
Residential/Commercial	1500
Citizen Complaints Processed	475
Design Review Projects	10
In House Training Programs	8
Technical Assistance Projects	2
Operators Certified	210

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning and construction projects for municipal wastewater treatment facilities. The program is a three-step operation that utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are normally funded by 75% EPA funds, 15% DEP and a local share of 10%. The three steps are: preliminary planning to identify the problem and offer alternative solutions (Step 1); the preparation of construction drawings and specifications for the option selected from the Step 1 process (Step II); and the actual construction of the wastewater treatment facility (Step III).

Since the program's inception, over $400 million of water pollution abatement facilities have been built in the State of Maine. There are 107 municipal treatment facilities in operation as of this writing. The program has suffered financial setbacks but it is anticipated that approximately $100 million in water pollution abatement planning and construction projects will be funded in the next four year period, beginning October 1, 1981.

Fiscal Year 1980 federal funds from the Environmental Protection Agency were frozen by President Carter. 1981 funding was delayed several times by the Reagan Administration and substantial portions of 80 and 81 funds are subject to loss by recession. The presidential freezes have delayed Maine's municipal pollution abatement program by several years.

During the period from October 1, 1980 to September 30, 1981, (FY 81) the following communities are listed for grants to initiate the step projects indicated.

Step 1—Machiasport, Whitneyville, Kennebunkport, Biddeford, Corinna, Brownfield, Windham, Sanford, St. Agatha, Stockton Springs, Owls Head, Bowdoinham, Brewer, Fairfield, Lisbon, Casco Bay Islands, Winslow, Belfast, Bingham, Ellsworth, Farmington, Mt. Desert, Oakland, Stockholm, Warren, Bar Harbor, Fort Kent, Sinclair, Van Buren, Wiscasset and Winthrop.

Step II—Searsport, North Berwick, South Cape Elizabeth, Falmouth, Cumberland, Eliot, Damariscotta/Newcastle and Bucksport.

Step III—Machias, Howland, Dexter, Limerick, Mechanic Falls, Patten, Sabattus, Machiasport, East Machias, East Millinocket, Newport, Cumberland, Bangor, Hampden, Randolph and Kennebunkport.

Division of Lakes and Biological Studies: This division is responsible for administering the State Great Pond (research) programs Title 38, M.R.S.A. Sections 386-390, and providing biological expertise to the DEP staff and board members as required. The lakes monitoring program involves water quality sampling and analysis for classification by trophic state plus the evaluation of watershed development impact through the site location law. In 1981 new emphasis was placed on lake water quality protection. Historically the effort was lake restoration of those Maine lakes seriously degraded in water quality. However, lake water quality protection has come about with new grants and funding for the Lay Monitoring Program, Title 38, M.R.S.A. Section 424. The number of lakes in the program has increased by 50% this year. Involving the public through data gathering has helped the DEP in its lakes program, but more important is the public awareness through information and education being provided to those concerned about lake water quality.

The U.S. Environmental Protection Agency has funded restoration work on a 50/50 basis to the following lakes: Sebasticook, Sabattus, and Salmon. Protection grants have been funded for the Cobbossee Watershed District for a lakes protection project on animal waste storage facilities. The U.S. Geological Survey drainage area work and lake volume work continue on those lakes listed as vulnerable and in need of protection.

The Division's activities of in-stream biomonitoring and collection of macroinvertebrates along with water quality data has increased in FY 81 with the added responsibilities of local Primary Monitoring Network stations. This is part of Maine's water quality data collection on rivers and streams for the U.S. Environmental Protection Agency. The innovative stream biomonitoring techniques have now been initiated for the Kennebec and Penobscot Rivers with the hopes of reducing the need for extensive chemical and physical data collection. At the same time the Division is working on bioassay procedures and testing methods with some of the Maine pulp and paper industries. This work is expected to expand as the need to develop biomonitoring data for water quality classification standards become greater.

FY 81 Summary of Meetings and Activities

Lake and Pond Studies	8
Lay Monitoring Lakes	250
Related Investigations	10
Great Ponds and Site Reviews	100
River and Stream Studies (Sites)	20
Pesticides (Stream Sites)	4
Fish Kill Reports	2
Hearings, Meetings and Public Programs	75

Division of Licensing and Enforcement: This Division is responsible for the licensing of all discharges to any watercourse; for the state/federal permit program involving such discharges; for processing log storage permits; and for certifying to the Maine Guarantee Authority that loan applicants are in compliance with environmental laws. The division also receives applications for tax exemption certificates for pollution abatement equipment. The following is a summary of division activities during FY 81:

*Total board actions involving the division:	133
Joint licenses issued (or renewed) with Federal Environmental Protection Agency	
Municipal	18
Commercial	9
Industrial	52
Total	79
State licenses issued (or renewed)	
Municipal	21
Commercial	23
Industrial	59
Residential	146
Experimental	3
Total	252
Total licenses outstanding (all categories) at the end of FY 80	2362
State sales & use tax certification applications received	29
Approved	27
Denied	2
State property tax exemption applications received	36
Approved	34
Denied	2
Federal IRS rapid tax amortization certification requests	1
Approved	1
Denied	0
Administrative enforcement agreements issued	18
Referrals to Attorney General's Office for court action	5
Applications certified to Maine Guarantee Authority	32

**These are cases which required a decision by the BEP. The division has been delegated authority by the board for issuance of routine licenses.*

Division of Evaluation and Planning: This Division is responsible for directing programs to achieve statutory water quality standards; conducting special stream studies to determine if water quality is being maintained; and developing waste assimilation studies to determine if programmed pollution loads will violate stream standards. Ultimately all discharges, when analyzed collectively and after treatment must not degrade the receiving waters below statutory water quality standards. The Division also prepares basin water quality management plans and has completed Phase I plans for all river basins in Maine. Phase II basin plans (up-dated Phase I Plans) are presently being prepared.

The Waste Treatment Management Planning Program ("208" Planning) is also coordinated by this Division. One of the key components of the state-wide "208" program has been the delineation of the sand and gravel aquifers in the State by the Bureau of Geology and U.S. Geological Survey. This year the program will be expanded to determine primary recharge areas, flow patterns, and contamination sources for most of the sand and gravel aquifers in York County.

Under the Underground Injection Control Program, regulations addressing the underground disposal and storage of fluids are being developed. An inventory of sites falling under the jurisdiction of these regulations is also being conducted.

Presque Isle Regional Office: This office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The office services a population over 100,000. Pulp and paper and potatoes are the leading industries and much of this office's activities are concerned with these industries. The area, larger than the states of Connecticut and Rhode Island combined, is subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the divisions of each bureau for the department. Regional staff help individuals determine whether projects require environmental permits from the Department or other agencies and assist them in filing applications. They regularly inspect municipal, industrial, and commercial treatment facilities and perform compliance monitoring.

Water sampling and laboratory work for the Primary Monitoring Network (PMN) and lay lake monitoring program, special water and wastewater studies, ambient air monitoring, air auditing and inspections of great pond developments, site location construction projects and solid waste facilities are regular duties of this office. The Staff investigates and resolves complaints of an environmental nature. They are often involved in negotiating consent agreements to gain compliance with Board Orders, laws and regulations. This fiscal year the office has also been gathering background information in connection with the proposed Bald Mountain mining project.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

- IRS certification for five year amortization
- IRS certification for tax exempt bonding
- MGA certification for loan applicants compliance with environmental laws
- National Pollutant Discharge Elimination System Permit Certification
- Personal Property Tax exemption
- Sales & Use Tax exemption
- Sewage Treatment Plant Operators

PUBLICATIONS:

Publications pertaining to this unit are available through the Information and Education Division as described under the Departmental heading.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Burau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,265,990	518,278			747,712	
Retirement	220,794	90,123			130,671	
Rents	20,182	13,415			6,767	
Commodities	61,418	39,725			21,693	
Grants—Subsidies—Pensions	6,191,740	182			22,389	6,169,169
Equipment	24,226	6,655			17,571	
Transfers to Other Funds	50,602				50,602	
Other Contractual Service	452,604	112,763			339,841	
TOTAL EXPENDITURES	8,287,556	781,141			1,337,246	6,169,169

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MARY McEVOY, CHAIRMAN
JAMES D. BARNETT, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning

Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 81, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 from previous campaigns.
2. Reports from various committees which worked for or against previous referenda.
3. Reports from candidates and committees concerning the 1980 elections.

In accordance with 21 MRSA § 1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21 M.R.S.A., Chapter 35) and Initiative and Referendum Campaigns (21 M.R.S.A., Chapter 35-A).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,003	6,003				
Retirement	1,227	1,227				
Rents	1	1				
Commodities	40	40				
Other Contractual Service	1,310	1,310				
TOTAL EXPENDITURES	8,581	8,581				

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 11 *Legislative Count:* 11

PURPOSE: The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

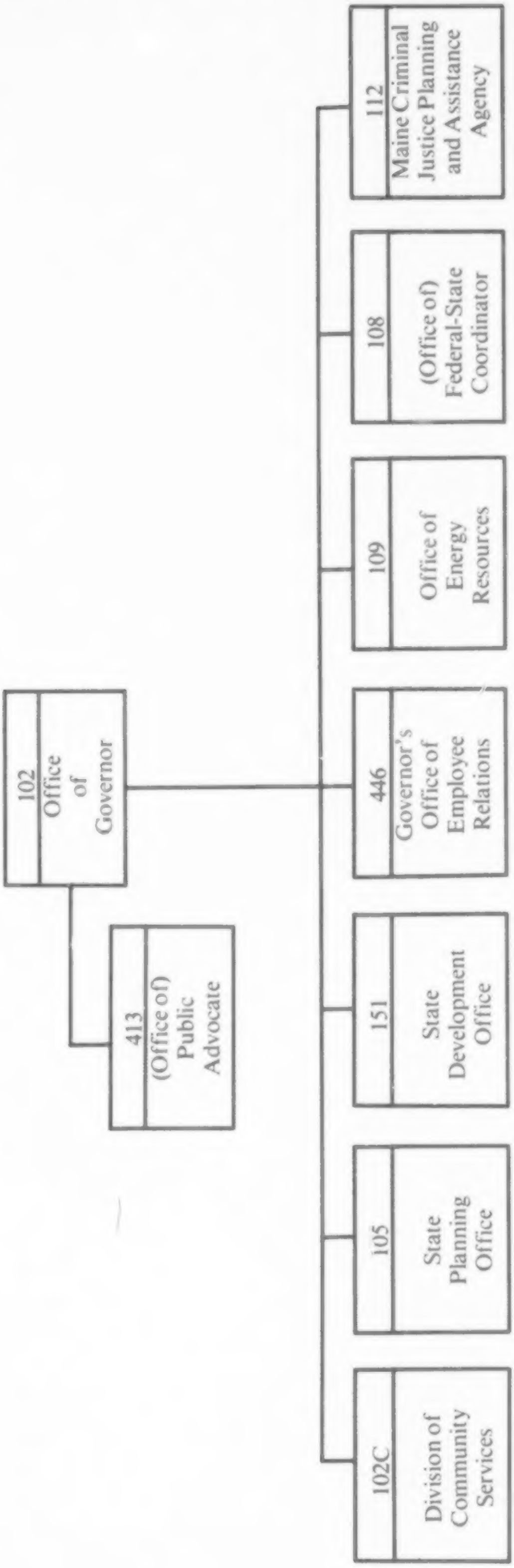
Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	274,936	274,936				
Retirement	47,676	47,676				
Computer Services—State	1,683	1,683				
Rents	3,494	3,494				
Commodities	26,486	26,486				
Grants—Subsidies—Pensions	91,769	91,769				
Equipment	2,417	2,417				
Other Contractual Service	96,245	96,245				
TOTAL EXPENDITURES	544,706	544,706				

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07


102
Office of Governor
413
(Office of) Public Advocate
102C
Division of Community Services
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State Planning Office
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State Development Office
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Governor's Office of Employee Relations
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Office of Energy Resources
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Maine Criminal Justice Planning and Assistance Agency

CONSOLIDATED FINANCIAL CHART FOR FY 81
EXECUTIVE DEPARTMENT (OFFICE OF) GOVERNOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,868,848	1,000,183	8,952		1,859,713	
Retirement	481,592	163,651	1,562		316,379	
Computer Services—Comm	9,853	15			9,838	
Computer Services—State	42,532	18,141			24,391	
Rents	121,612	34,374	895		86,343	
Commodities	142,267	94,201	2,080		45,986	
Grants—Subsidies—Pensions	32,886,719	817,943	32,740		31,884,891	151,145
Equipment	84,490	5,904	1,975		76,611	
Transfers to Other Funds	228,847		360		228,487	
Other Contractual Service	2,911,995	884,491	11,653		2,015,851	
TOTAL EXPENDITURES	39,778,755	3,018,903	60,217		36,548,490	151,145

GOVERNOR'S CITIZEN ADVISORY COMMITTEE ON ALCOHOL AND DRUG ABUSE PREVENTION

CHARLES O'LEARY, CHAIRPERSON
MARY FULLER, STATE PREVENTION COORDINATOR

Central Office: Department of Human Services, Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: March 21, 1980 *Sunset Termination Scheduled to Start by:* June 3, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102F; *Citation:* G FY 80 #13

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Executive order #13, issued by the Governor on March 21, 1980, created the Governor's Citizen Advisory Committee On Alcohol And Drug Abuse Prevention. The duties of the committee are: to establish a comprehensive plan for alcohol and drug abuse prevention in Maine; to develop a systematic approach touching upon all aspects of the Maine community; and to address information, education, early intervention, training, and community development as they relate to alcohol and drug abuse prevention.

ORGANIZATION: The Committee of twenty-five voting members is made up of state legislators, judges, private sector providers, and other members of the public appointed by the Governor. The Commissioner of the Department of Human Services may also invite other interested Maine citizens to serve as non-voting members of the Committee.

PROGRAM: The Committee succeeded in developing a definition of prevention, identifying basic categories of prevention activities, and formulating objectives on the activities required in each category for a comprehensive statewide approach to the prevention of alcohol and drug problems. The results of these efforts were presented in a proposed plan for prevention.

A final prevention plan was presented to the Governor in October, 1980. A statewide alcohol and drug abuse prevention conference was held October 21 and 22 in Portland and increased the knowledge and involvement of people outside the alcohol and drug field. The recommendations of the final plan were presented at that conference by members of this Committee. This unit terminates June 30, 1981 in accordance with its creating executive order.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

ROLAND D. LANDRY, COORDINATOR

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102G; *Citation:* FY 75 Exec. Order 11

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Maine/Canadian cooperation, particularly with the Eastern Canadian provinces; to strengthen all areas of worthwhile regional cooperation with Canada; and to coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges. The Commission disseminates information to the public, encourages and promotes economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions include coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation includes tariff surveys, promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and acts as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

ORGANIZATION: From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts, the initial Executive Order was established in January 1973. With the desire to develop additional cooperation, the Governor reestablished by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 1975.

PROGRAM: Since 1973 this office pursued many new areas of cooperation with Canada. In 1975 the coordinator was given new specific emphasis in the following areas: agriculture and forestry, tourism, fisheries, transportation, and banking and finance. The activities and coordination have included help in implementing the project designated by the New England Governors' and Premiers' Conference in L'Esterel, Quebec, in June of 1979. Topics included discussion on energy resources, transportation and tourist programs. Under the co-chairmanship of the Governor, a new tourist program, known as the International Tourism Region, is being implemented. The program will market New England and the Eastern Canadian Provinces as a tourism region.

In agriculture and forestry the coordinator has acted as a referral center for mutual cooperation and exchange by Provincial and State officials. The office of coordinator is exploring new improved routes between Quebec and Maritime Provinces and New England. Furthermore, the coordinator is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

GOVERNOR'S ADVISORY COMMITTEE ON COASTAL DEVELOPMENT AND CONSERVATION

JEAN CHILDS, CHAIRMAN
R. ALEC GIFFIN, Assistant Director SPO

Central Office: 189 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102E; *Citation:* FY 76 Exec. Order 10
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 81.

DIVISION OF COMMUNITY SERVICES

JADINE R. O'BRIEN, DIRECTOR
JANET W. PETERS, Deputy Director

Citizen's Assistance 1-800-452-4617
Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* FY 76 Exec. Order 4

Average Count—All Positions: 49 *Legislative Count:* 0

*Seasonal variations in number of employees will occur as a result of such projects as the Youth Conservation Corps.

PURPOSE: The Division of Community Services was established to advise the Governor, Legislature and the people of Maine regarding the extent and nature of poverty in Maine; to combat poverty through provision of information and technical assistance to appropriate agencies; to identify and mobilize resources available to the State under the federal Economic Opportunity Act of 1964, the Community Services Act of 1974 (extends and offers amendments to the Economic Opportunity Act of 1964) and other antipoverty programs. Appropriate staff and equipment, as necessary to receive assistance from the Community Services Administration and to carry out responsibilities of Section 221 of the Community Services Act of 1974 relating to the establishment of a State Office of Economic Opportunity, are authorized. Further, the Division is authorized to provide technical assistance to the Community Services Administration (CSA) grantees within the State, to initiate and administer programs as necessary to combat poverty, and to serve generally within State Government as an advocate on behalf of the poor.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expended and adjusted its staff size and capability to accommodate change in requirements as specified by the Federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services.

PROGRAM: With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all Community Services Administration (CSA) grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens at the Executive Office level, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or winterization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1981 include the following:

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery is provided through community action programs, Indian reservations, municipalities, and volunteer groups. Program oversite is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division received the major portion of its weatherization funds from the Department of Energy as well as an additional allocation of State funds. 7,342 units were weatherized from 7/1/80-6/30/81.

Office of Ombudsman. The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The Office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustice or excesses by administrators through the use of criticism, persuasion, and publicity. The Office has reviewed, reconciled or resolved 60 citizen complaints this year.

Citizens' Assistance Line. This toll-free incoming WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during the heating season and require considerable attention and time in negotiating with town officials and fuel dealers.

In addition to the advocacy role, increasingly a number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 10,500 citizens are served yearly.

Housing. The third phase of the Maine Housing Rehabilitation Project ended December 31, 1980. This project provided 16 housing rehab technicians statewide at each of Maine's 12 community action agencies. This program has been funded by HUD since 1977.

The 16 rehab techs reported a caseload of 1,170 applicants. Of these, 591 received grants totaling $1,137,635.66 and 214 received loans totaling $1,163,851.35 for an aggregate of 805 home repair incidents involving $2,301,487.01. These funds were secured through eleven different programs administered by six different state and federal agencies. Funds were also secured through municipalities, lending institutions and civic and charitable groups.

In the life of the program 2,925 homes representing 7,312 elderly and low-income residents have been repaired or replaced. (This program has ended due to a lack of available funding).

Community Development. Activities in the area of community development have focused on providing technical assistance to Maine's community action agencies and other community-based social service and economic development organizations. Assistance has included organization development, management assistance, planning and program development as well as financial assistance development.

Youth Conservation Corps (YCC). The Youth Conservation Corps is a summer work/earn/learn program for 15-18 year old Maine youth. Last summer 55 youth worked on conservation projects in Baxter State Park and Camden Hills State Park. Projects completed include trail maintenance, rock step construction, foot bridge construction, and blowdown clean up. This is a federally funded program open to all Maine youth and administered by the U.S. Departments of Interior and Agriculture.

Young Adult Conservation Corps (YACC). The Young Adult Conservation Corps is a year round residential conservation work program, open to unemployed young adults 16-23 years of age. 100 Maine youth have been involved in this program. Modeled after the Civilian Conservation Corps, the YACC program has completed conservation projects throughout the State of Maine, including the University of Maine at Farmington (Abbot Park Restoration), Bureau of Public Lands (timber cruising), Baxter State Park (trail maintenance), Eagle Island (restoration of former Admiral Perry Home). These and other project activities are made possible by federal and state funding. Source of federal funds includes U.S. Department of Agriculture and U.S. Department of Interior.

Tour Scheduling. For several years the Division has been responsible for the tour scheduling activities for the State House Complex. These activities include (1) arranging, scheduling, and cancelling, if necessary, tours of the State House Complex for groups (schools, senior citizens, girl/boy scouts, etc.) and also for individuals, if requested; (2) maintaining records of tours; (3) publishing biannually a pamphlet entitled Maine History Bulletin which contains all the necessary information regarding available tours and programs and is sent to all Maine schools.

From July 1980 to February 20, 1981, 105 tours were scheduled which brought nearly 4,000 scheduled visitors to the State House Complex.

As of February 20, 1981 the tour scheduling responsibilities for the State House Complex were transferred back to the State Museum.

Energy Assistance Program. The Division was the State administering agency for the 1980-81 Home Energy Assistance Program. The purpose of this program was to provide financial assistance to elderly and low-income households to pay a portion of their winter heating bills. The Division received $28,833,718 from the Department of Health and Human Services to fund this program. These funds were subgranted to Maine's twelve community action agencies, to fourteen local municipalities, and to two Indian reservations who administered the program on the local level. The program provided 55,000 Maine households with an average of $587.00 per household.

PUBLICATIONS:

Porfile of Poverty—Maine, a Data Source
Community Action Programs and the Poor People of Maine—A History
A Personnel Handbook (Controlled Distribution)
Maine History Bulletin

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	603,281				603,281	
Retirement	96,345				96,345	
Computer Services—State	4,670				4,670	
Rents	28,568	8,881			19,687	
Commodities	64,179	56,387			7,792	
Grants—Subsidies—Pensions	31,229,883	540,452			30,689,431	
Equipment	38,382				38,382	
Transfers to Other Funds	97,535				97,535	
Other Contractual Service	261,448	17,253			244,195	
TOTAL EXPENDITURES	32,424,291	622,973			31,801,318	

MAINE CONSUMER COORDINATING COUNCIL

BARBARA REID ALEXANDER, SUPT. CONSUMER PROTECTION

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 6, 1980

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102V; *Citation:* FY 81 Exec. Order 4

PROGRAM: This unit did not submit an individual report.

MAINE CRIMINAL JUSTICE PLANNING AND ASSISTANCE AGENCY

RICHARD E. PARKINS, EXECUTIVE DIRECTOR

Central Office: 4 Wabon Street, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112; *Citation:* 5 M.R.S.A., Sect. 3350

Average Count—All Positions: 21 *Legislative Count:* 35

Organizational Units:
Financial Management and Systems Development
Planning and Program Development

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administers the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It is empowered to act as the State's planning agency with regard to the Justice System Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1977, as amended, and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

ORGANIZATION: The Maine Criminal Justice Planning and Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health and Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects is designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime. Because of the failure of Congress to appropriate funds for the implementation of the Justice Systems Improvement Act, MCJPAA is currently in phase down status. It continues to, and will until March 31, 1983, ensure accountability and compliance, state and federal, for existing grant initiatives. It has, however, withdrawn from the program development activity associated with implementation of the LEAA program.

Listing of major efforts while not totally representative of what has been done or is in process does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and most recently a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis on system integration and improvement. Most recently a program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involves completion of major system changes such as correctional and juvenile service delivery; targeting on major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders. MCJPAA was recently made responsible by statute for monitoring the implementation of the state's Juvenile Code.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; the judge, the cop, and the warden; to develop mutually acceptable solutions to endemic problems.

PUBLICATIONS:

Documents, pamphlets, and brochures are published by MCJPAA yearly depending upon studies and research being conducted by agency funded projects at the time. These are usually made available free of charge.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	239,266	34,486	63		204,717	
Retirement	40,863	2,864			37,999	
Computer Services—State	2,839	285			2,554	
Rents	29,765	8,951			20,814	
Commodities	1,036	427	8		601	
Grants—Subsidies—Pensions	1,242,745	51,022	32,740		1,158,983	
Transfers to Other Funds	1,641		8		1,633	
Other Contractual Service	38,979	16,852	21		22,106	
TOTAL EXPENDITURES	1,597,134	114,887	32,840		1,449,407	

STATE DEVELOPMENT OFFICE

BARBARA COTTRELL, DIRECTOR
STEPHEN A. BOLDUC, Administrative Officer

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333 *WATS Line:* 1-800-452-8719

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001

Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: The State Development Office has two major statutory functions: industrial and tourism development. The director implements a program designed to promote and attract new industry to the State, expand existing economic activities in the State and assist existing businesses in finding both domestic and foreign markets for their products. The program may include coordination of activities between the public and private sectors, assistance to local communities in their development efforts, and extension of technical assistance to new and existing industries seeking expansion within the State to develop and promote economic and job opportunities within the state.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1981 were associated in five program areas, each geared to stimulate the expansion of the State's economy. These program areas are: 1. Industrial Development, 2. Business Assistance and Retention, 3. Community Development, 4. World Trade, and 5. Tourism.

Industrial Development. The objective of the industrial development program is to encourage and assist new industries to establish operations in the State of Maine and to encourage and assist existing industries to expand. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding information on federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

Through a special legislative appropriation, the State Development Office along with local development organizations has initiated a world wide industrial marketing campaign.

Business Assistance. Recognizing the need to focus on the retention and development of businesses within Maine, the State Development Office in February, 1980 initiated a program to help Maine businesses cope with the turbulent economic times and deal with the many government departments and agencies affecting business. The "Office of Business Assistance" evolved from the pressure created by the increase in regulatory requirements during recent years and by the constant need for assistance in financing, information, and taxation problems. The program's objectives are to assist business with problems concerning federal, state, and local governments; government regulations, permits and licenses; and financial and general information. A toll-free telephone line (800-452-8719) was established to encourage communication from the business community.

Community Development. In order to assist communities in creating and retaining employment opportunities and tax ratables, the State Development Office interacts with private and public non-profit organizations as well as private-for-profit organizations. The State Development Office is building a partnership with Maine municipalities and economic development institutions in order to foster an environment conducive to business growth and investment. The State Development Office provides technical assistance to private and public non-profit organizations in the following areas: organizing for community and economic development; planning and developing community and economic development strategies; developing an industrial development marketing program; and financing and implementing community and economic development projects.

In addition to providing technical assistance, the State Development Office allocated $20,000 of Industrial Development Marketing Grants on a one-to-one basis to assist local development groups market their area. During the last round of this program, the Office awarded thirteen grants ranging in size from $500 to $2,700.

World Trade. The State Development Office acts to coordinate services and provide a one-stop source of exporting information for Maine businesses.

The Office has over the past year gathered reference materials, such as trade directories to build up a library of information that is available to the State's exporters or potential exporters. Research is continuing within the State Development Office to identify Maine products with the best potential for export and to locate the most promising international markets for those products.

Trade leads periodically received by the State Development Office are referred to businesses in Maine which may benefit from the opportunity for direct sales or for licensing or joint venture agreements with foreign firms. The State Development Office independently and in cooperation with others has planned and participated in several projects to promote international trade, including trade missions, trade shows, and export seminars.

Several Maine businesspersons traveled to Germany and Switzerland with Governor Joseph E. Brennan in the fall of 1980 to gain first hand knowledge and experience on how best to sell their products in those markets, and in many cases laid the groundwork for actual distribution. The State Development Office has also conducted a trade mission to Nationalist China, Japan, and Hong Kong. As part of the United States State Department's Pearson Program, a foreign service officer was assigned to the State Development Office to assist in developing the State's international trade program.

Other activities undertaken by the Office include: co-sponsoring seminars on exporting, in particular with Canada, hosting dignitaries from foreign countries, and producing informational brochures for foreign distribution on Maine's business climate.

Tourism. The tourism development program consists of a contract with a private organization representing all segments of the tourism industry. The Maine Publicity Bureau answers requests for tourism-related information and promotes tourism both inside and outside the State through advertising, publications, and other methods. State matching funds up to an annual total of $350,000 are available through the State Development Office to the Maine Publicity Bureau on a one-to-one basis after it has raised an initial $100,000 annually.

All of the State Development Office's activities are designed to improve the economic well-being of the citizens of Maine to increase job opportunities. This is the goal of each of the program areas.

PUBLICATIONS:

Maine Marketing Directory ($12.50)
Doing Business in Maine (Free)
Maine has the Basics for Good Business (Free)
Maine Metalworking Directory (Free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	166,200	156,158			10,042	
Retirement	25,979	24,285			1,694	
Computer Services—State	170				170	
Rents	6,922	6,922				
Commodities	4,614	4,554			60	
Grants—Subsidies—Pensions	56,200	33,700			22,500	
Equipment	2,100	2,100				
Transfers to Other Funds	174				174	
Other Contractual Service	599,659	581,999			17,660	
TOTAL EXPENDITURES	862,018	809,718			52,300	

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL
KENNETH A. WALO, Division Director, Employee Relations

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333

Established: March 23, 1979 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A

Average Count—All Positions: 8 *Legislative Count:* 9

PROGRAM: Through Executive Order 7 FY 80/81 issued February 6, 1981 the Governor directed that the Commissioner of Personnel assume responsibility for employee relations and for coordination of the functions of personnel administration and collective bargaining.

Accordingly, the program report for this unit is included with the report for the Office of Commissioner of Personnel.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	181,313	181,313				
Retirement	30,979	30,979				
Computer Services—State	9,259	9,259				
Rents	3,474	3,474				
Commodities	1,370	1,370				
Equipment	1,176	1,176				
Other Contractual Service	26,910	26,910				
TOTAL EXPENDITURES	254,481	254,481				

OFFICE OF ENERGY RESOURCES

GORDON L. WEIL, DIRECTOR
OSMAN R. BENGUR, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333

Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Unit Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 32 *Legislative Count:* 3

Organizational Units:
Conservation Division
Information Division
Emergency Management Division
Planning and Development Division
Energy Extension Service Division

PURPOSE: The Office of Energy Resources (OER) was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy and development of Maine's native energy resources and to provide information on these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation Acts and will administer programs forthcoming under the National Energy Act. It is assisted by an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives and the Maine Senate.

PROGRAM: The OER completed both a Comprehensive Energy Resources Plan and State Energy Policy. The Plan, submitted to the Legislature in January 1981 as required by law, is a technical assessment of Maine's energy consumption in terms of supply, demand, fuel type and price. It includes an historical analysis, a description of the present situation and future forecasts. Also included is an analysis of the various energy resources available in Maine.

The State Energy Policy, approved by Governor Brennan in July, 1981, is a practical blueprint for State action. It includes 126 specific policy recommendations. These will be implemented by Executive Order, agency actions and legislation. The document includes both long-term and short-term policy statements. Essentially, the State Energy Policy calls for the accelerated application of conservation techniques and the rapid development of indigenous renewable resources. The policy also prescribes certain energy resources to be used as transitional resources.

The OER also prepared and worked towards the passage of several pieces of new energy legislation. Some of these were included in Governor Brennan's legislative package, others were introduced by the OER. These new laws are described in the following sections.

The programs of the Office of Energy Resources are implemented through five divisions: Conservation, Information, Emergency Management, Planning and Development, and Energy Extension Service.

Conservation Division. Activities include:

Legislation: OER developed and worked towards passage of several conservation bills. The following were passed during the first session of the 110th Legislature: a proposal to remove the customer charge from major utilities' residential rate structures; a proposal to provide $30,000 to support regional rideshare programs; a proposal to amend workers compensation laws to remove employer concerns concerning possible liability stemming from rideshare program sponsorship.

Energy Audit and Retrofit Programs: Energy audits provide analyses of the relative costs and benefits of undertaking various energy conservation measures in a building. This done, the actual improvements made are referred to as "retrofitting". OER energy audit and retrofit programs include:

A. Schools and Hospital Program: Under this program energy audits and retrofit funds are available to schools and hospitals. Federally allocated funds total $2.2 million. Through bond issues, the State has contributed $17 million. Currently, over 850 schools and 25 hospitals have received assistance. This program is jointly administered with the Bureau of Public Improvements.

B. Local Government Program: Under this program, local government buildings receive energy audits and retrofit funding. The federal contribution equals $165,000. The State has provided an additional $2.5 million through a bond issue. Maine is the only state in the country to provide such funds. Over 330 local government buildings have received assistance.

C. Residential Energy Analysis Program (REAP): The OER continues to offer a free home energy audit to homeowners. More than 7,200 have been processed by the OER.

D. Training and Planning Program: The OER has trained over 60 individuals to perform energy audits for institutional and commercial buildings. Also, the OER prepared a plan for State coordination of the federally mandated Residential Conservation Service which will require large utilities to offer energy audits and related services to customers.

Energy Efficiency Building Standards: The OER, in conjunction with the Advisory Council on Energy Efficiency Building Performance Standards, completed its preparation of voluntary Energy Efficiency Performance Standards for new buildings in July, 1980. From that time forward, the OER has engaged in a promotion and education campaign to encourage adoption of the standards by the building industry. The standards set minimum efficiency levels for the building envelopes and heating, cooling and ventilating equipment.

Transportation Programs: The OER continues to promote ridesharing (car/vanpools) among major employers, including State government. More than 60 employers have received assistance and two regional commuter matching services have been established. Nearly 20% of employees at employment sites which sponsor rideshare programs now participate in some form of ridesharing. An interdepartmental shuttle service has been established serving State government agencies in Augusta. The OER continues to administer contracts to five regional transit planning agencies throughout the State to promote public transportation. Since 1976, public transit ridership has increased approximately 15% to 20%.

Local Energy Management Program: In addition to the energy auditing effort described earlier, OER provides funds to enable the Maine Municipal Association (MMA) to promote energy conservation at the municipal level. Two municipalities, Calais and Livermore Falls, received comprehensive energy planning assistance as a pilot program and a new newsletter focused specifically on local energy management has been initiated.

Business and Industry Programs: The OER continues to provide assistance to small commercial and industrial firms. OER participated in the Blaine House Small Business Conference series and coordinated the federal Emergency Building Temperature Restriction program. Over 200 building inspections were performed and information with regard to innovative approaches to energy conservation exhibited by the owners of inspected buildings was collected and publicized.

Procurement Programs: The OER continues its liaison and support activities with regard to energy efficiency considerations in State purchasing procedures.

Information Division. Activities include:

Energy Education Programs: An Energy Education Task Force was organized and conducted an Educational Needs Assessment for Maine Schools. A total of 518 teachers responded to the Needs Assessment, which identified a number of areas where teachers felt assistance in energy education was needed.

Minigrants were awarded to eighteen Maine teachers to implement classroom energy projects. Examples include the construction of a solar greenhouse, conversion of an internal combustion engine to run on alcohol, and examination of the feasibility of solar retrofitting students' homes. After completion, these projects will be evaluated and then shared with interested teachers throughout Maine.

Energy Library: During the past year, the OER organized and improved on its library in order to make it a more useful resource for Maine's public. A card cataloging system is complete and the library collection has been expanded considerably. These improvements allow this public library to serve as a better tool for OER staff and Maine citizens in their research efforts.

General Information Dissemination: The OER continues its energy information distribution efforts. A bi-monthly newsletter was published and distributed to over 5,000 citizens, organizations, trade associations, and energy interest groups. The office continues to distribute pamphlets and brochures, respond to information requests, and participate in statewide fairs and exhibitions in order to distribute energy information. Through release of various studies and reports and ongoing media contact, the OER informs the public of major new developments, trends and programs in energy.

Emergency Management Division. (Due to the abolition of federal oil price and allocation regulations and the termination of the State Set-Aside program, this division has shifted its major emphasis to energy planning and petroleum supply data analysis.) Activities include:

Legislation: OER developed and supported two bills in response to the federal decontrol of oil. The first, which prohibited petroleum suppliers from discontinuing or reducing deliveries without giving a one year notice of their intentions or locating an alternative source of supply, was passed by the Legislature in January but allowed to expire April 1, 1981. The second, which authorizes the OER to collect important petroleum product delivery data, was also passed by the Legislature as an emergency measure.

Emergency Planning: During the past year, OER updated its Gasoline Contingency Plan and began the development of a comprehensive emergency plan meeting the requirements of the National Emergency Energy Conservation Act. In conjunction with the other New England states, OER continued to promote the construction of a Regional Petroleum Reserve for residual fuel oil.

Petroleum Data Management: Each month, OER analyzes incoming petroleum supplies, recent consumption trends and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the EIA Form 25 and the OER Bi-weekly Stock and Inventory Report, sources of petroleum data, were developed during the past year. OER continues to conduct a bi-weekly price and inventory survey of home heating oil dealers.

Planning and Development Division. Activities include:

Legislation: The OER developed and worked towards passage of several pieces of resource development-related legislation. Those enacted by the 110th Legislature, first session include: a proposal to create a public advocate to represent the interests of the public state utility regulatory decision-making; a proposal to authorize the State to negotiate for and purchase electricity outside the State for resale to the State's utilities; a proposal authorizing area communities to establish the Cobscook Bay Tidal Power Authority through a referendum vote; a proposal to allow municipalities to finance energy development projects through the Municipal Bond Bank; and a proposal to shift the administrative responsibility for the State's solar certification program from the OER to Business Regulation.

Comprehensive Energy Resources Plan/State Energy Policy: The Planning and Development Division had primary responsibility for preparation of both these documents, though all divisions and staff participated.

Renewable Resources Programs:

Solar: Solar activities emphasize information dissemination and technical training. Audio-visual exhibits made available include several slide shows on passive and active solar systems and solar greenhouse construction. More than 250 persons were trained in an OER solar installers' training and certification program. The Office sponsored 6 greenhouse construction workshops and coordinated a Farmers Home Administration solar designers/builders architecture competition. OER also organized "Sunbuilders": a series of solar seminars in which over 600 builders participated.

Hydro: OER continued its work with the New England River Basins Commissions (NERBC) and the Army Corps of Engineers to complete inventories of existing and undeveloped sites, and to complete an assessment of the social and environmental factors affecting small hydro development. Much of this information became public in January, 1980 through the release of NERBC's report, "Potential for Hydropower Development at Existing Dams in New England." Currently, about 33 redevelopment projects are in various stages of development in Maine.

OER continues its work with other state agencies to simplify State licensing procedures for hydro development. This process will result in a comprehensive legislative proposal for submission to the 110th Legislature in January, 1981.

Tidal: OER continues to monitor and assist in the development of tidal power projects such as Half-Moon Cove and Cobscook Bay. This includes the administration of a state research and study fund for Half-Moon Cove. As indicated earlier, OER helped develop and supported legislation, enacted during the first session of the 110th Legislature, to authorize the formation of a tidal power district in the Cobscook Bay area. This will be the first such district in the country.

Wood: Residential wood energy activities emphasize collection and dissemination of consumer information, monitoring of fuelwood supply and demand and work towards resolving wood-burning safety issues. OER revised and made available publications on buying firewood, recommended stove installation standards and safe wood-burning information. The Cooperative Extension Service was awarded an OER contract to promote safe residential woodburning techniques throughout Maine. Woodburning habits of Maine residents for the '79-'80 heating season were the subject of an OER survey. Twenty business firms received OER assistance regarding in-house wood conversions. OER continues to monitor whole tree wood chip and pellet developments and to work closely with the Maine Forest Service in these areas.

Alcohol Fuels: The Maine Alcohol Fuels Task Force, with OER staff assistance, drafted its final report for release in July, 1981. Three large scale ethanol plants are currently planned for Maine, and one firm is examining a large scale methanol-from-wood plant site. OER provides technical assistance to each of these projects. OER distributed over 300 consumer information packets on alcohol fuels.

Wind: Public and commercial interest in wind energy development and use increased during the year. OER provided wind information to over 200 individuals and groups and participated in siting two windmills in the state through a federal wind energy program.

Peat: In cooperation with the Maine Geological Survey, the OER completed the second year of a three-year program to determine the amount and location of fuel-grade peat in Maine that can be harvested and utilized in an environmentally acceptable manner. OER also initiated studies on the effects of peat development on groundwater supplies.

Cogeneration: OER sponsored a workshop on district heating for municipal officials and provided assistance to several Maine cities in preparing applications for federal assistance to study the feasibility of district heating. One city, Lewiston, received funding through these efforts.

Conventional Resources: OER continues to provide information and policy recommendations to the Governor and Legislature on conventional fuels, which include coal, oil, natural gas and nuclear power. OER provided assistance in organizing a statewide conference on commercial and industrial coal-burning technologies in May 1981 and assisted in a study of coal ash disposal sponsored by the Greater Portland Council of Governments.

Energy Facility Siting: OER assisted an electrical energy facility siting study project undertaken jointly by the six New England states. Phase II of the project, which included an analysis of energy-related models, was completed. The entire study will be completed by the end of 1982.

The purpose of the study is to establish a framework by which New England states will be enabled to assess the economic, environmental and other impacts of any new power generating facilities located in the region.

Electric Power Analysis: The OER continues to analyze electricity developments in Maine with respect to the need for power and its cost. Pursuant to its legislative mandate (5 MRSA 5005), OER testified before the Maine Public Utilities Commission on Central Maine Power Company's Sears Island proposal. Members of the Conservation Division also participated in providing expert testimony.

In addition, at the request of the Attorney General, the OER prepared testimony for PUC proceedings dealing with Maine Public Service Company's rate structure.

Appropriate Technology Program: The OER coordinated the federal Department of Energy's 1980 Appropriate Technology Small Grants program in Maine. 208 applications were screened with awards made to 13 projects. $103,000 in grant money for low technology projects was shared by the winners. Selected projects include wind generated electricity for a telephone company, an ethanol still from cull potatoes and a salt gradient solar heat storage pond. The OER will coordinate this program again in 1981.

Energy Extension Service Division. Activities include:

The Energy Extension Service (EES) operates through four regional offices in Portland, Bangor, Presque Isle and Lewiston. These offices assist in the local delivery of OER programs; residential energy conservation has been the primary focus of the 1980-81 program. Activities included promotion of the REAP audit, hands-on weatherization workshops for homeowners and renters, regular newspaper columns, energy education fairs, adult education courses, and training of volunteers in groups or agencies with energy programs. The LIGHTSAVERS workshop has been developed for Maine businesses and institutions to demonstrate opportunities for conservation and cost savings in lighting. Workshop presentations will be cosponsored by local business associations and presented across the State throughout the coming year. About 25% of EES staff time is spent responding to general information requests from the public.

EES staff have made conservation presentations to nearly 2,000 individuals at meetings with over 150 community groups and have arranged over 50 different informational programs throughout the State on energy topics of interest which attracted another 2,000 participants. Fifteen Energy Information Centers were established to serve residents in different geographic areas and advisory committees were formed to coordinate energy information programs in each EES region.

Directories of energy services and resources are also being compiled for the public of each region.

LICENSES, PERMITS, ETC.:

Solar equipment sales tax exemptions
Solar installers certificates
Energy Efficient Building Certificates

PUBLICATIONS:

The OER prepares or collects a great many publications covering an array of energy subjects. Interested individuals or organizations may contact the OER librarian for more information and assistance. Listed below are ten of the most often requested publications:

1) Maine Comprehensive Energy Resources Plan, 1981—(OER—Free)
2) Maine State Energy Policy, 1981—(OER—Free)
3) Consumer's Guide to Buying Firewood—(prepared by several organizations including OER—Free)
4) Insulation Facts—OER—Free)
5) Mainely Renewable—(OER—Free)
6) Is the Wind a Practical Source of Energy for You? (U.S. Department of Energy—Free)
7) Siting Small Wind Machines—(U.S. Department of Energy—Free)
8) Conservation and Solar: A Guide to Financing Energy Projects—(OER—Free)
9) Energy Education Minigrants Directory, 1980-81—(OER—Free)
10) Passive Solar Energy: A Guide to Sensible, Efficient Design—(OER—Free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	564,036	60,414	153		503,469	
Retirement	96,253	9,957	23		86,273	
Computer Services—Comm	9,768				9,768	
Computer Services—State	15,641				15,641	
Rents	46,489	360	790		45,339	
Commodities	32,119	239	1,652		30,228	
Grants—Subsidies—Pensions	165,122				13,977	151,145
Equipment	37,217		1,975		35,242	
Transfers to Other Funds	12,544		263		12,281	
Other Contractual Service	560,577	6,508	9,336		544,733	
TOTAL EXPENDITURES	1,539,766	77,478	14,192		1,296,951	151,145

GOVERNOR'S CITIZEN COMMISSION TO EVALUATE THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

SENATOR BARBARA TRAFTON, CHAIRPERSON

Central Office: Office of the Senate, Statehouse, Augusta *Telephone:* 784-3384
Mail Address: Dillingham Hill, Auburn, Maine 04210

Established: April 8, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102D; *Citation:* FY 81 Exec. Order 10

PROGRAM: This unit did not submit an individual report.

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Central Office: Twin Island Acres, Biddeford *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1977 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* 1977 Exec. Order 5

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATION: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

Board members are: Alex A. Nichol, Cape Elizabeth, Donald Nichols, Augusta, David E. Redmond, Biddeford. Alternate member: Charles Abbott, Auburn, and Wanda Evans, Hallowell.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $711.10 in FY 81 and are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

S. KIRK STUDSTRUP, FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	103,700	45,845			57,855	
Retirement	17,687	7,705			9,982	
Rents	30				30	
Commodities	321	306			15	
Transfers to Other Funds	1,756				1,756	
Other Contractual Service	34,984	10,006			24,978	
TOTAL EXPENDITURES	158,478	63,862			94,616	

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

WILLIAM B. TROUBH, CHAIRMAN

Central Office: State House, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102P; *Citation:* Exec. Order 5 FY 79

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

ORGANIZATION: On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens and are members of the bar who have demonstrated such qualities in their private and professional lives that would assist them in evaluating candidates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members are entitled to $45.00 per diem compensation plus expenses.

PROGRAM: During fiscal year 1981, the Governor's Select Committee on Judicial Appointments met or conferred several times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

In turn, eight of these suggested candidates were nominated by the Governor to fill vacant posts. All of these nominees were ultimately confirmed by the Maine State Senate.

The Select Committee has materially contributed to the unusually high caliber of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $505.93 in FY 81 and are, by administrative decision, included with those of Office of Governor.

JUVENILE JUSTICE ADVISORY GROUP

A. L. CARLISLE, CHAIRMAN
MARY G. O'CONNELL, Juvenile Justice Specialist

Central Office: 4 Wabon Street, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112A; *Citation:* Exec. Order 4 FY 80
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Juvenile Justice Advisory Group was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974 as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and comment on all juvenile justice and delinquency prevention grant applications to the Maine Criminal Justice Planning and Assistance Agency (MCJPAA). In addition, the Juvenile Justice Advisory Group: advises the MCJPAA, its Board of Directors, the Governor and the Legislature on matters related to juvenile justice; monitors State compliance with the requirements of deinstitutionalization of status and non-offenders and separation of juveniles from adults; advises the Governor on MCJPAA Supervisory Board composition; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979. Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities. In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government, and at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Director of the Maine Criminal Justice Planning and Assistance Agency, who may appoint staff as he deems necessary to implement the purposes of the Executive Order. The Maine Criminal Justice Planning and Assistance Agency is the fiscal agent of the advisory group.

PROGRAM: The Advisory Group had no program during FY 81.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: March 19, 1976 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 79 Exec. Order 12

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Planning Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commission's Directors Association.

PROGRAM: The Land and Water Resources Council met six times during calendar year 1980. The Council's work program progressed in the following areas:

Developing a Resource Management System.

Ground Water Protection: The Legislature, recognizing the threats to Maine's ground water resources, created a Ground Water Protection Commission to review the laws dealing with ground water and report its findings and recommendations to the 110th Legislature.

In the legislation establishing the Commission, the Land and Water Resources Council was designated to provide staff support to the Commission. The Council's Executive Secretary, along with others, developed subcommittee reports, agendas, meeting minutes, and undertook background research for the Commission. The Council's Executive Secretary wrote the subcommittee report for the Commission's Ground Water Quantity Subcommittee. The Commission used the Council's report as background information in developing its own recommendations. The Ground Water Protection Commission's report was issued in January, 1981.

Recommended Improvements in Computerized Management of Natural Resources Information: The Council formed a Data Management Subcommittee to explore ways to improve coordination of the computerization of natural resources information among the state's natural resource agencies. To develop the background information for the study the Council's Executive Secretary sent a questionnaire to all state natural resource agencies to determine their data management needs and problems, as well as the need for ways to improve coordination of efforts. The Data Management Subcommittee forwarded its report, "Recommended Improvements in Computerized Management of Natural Resources Information," to the Council which approved the report at its January, 1980 meeting.

The report recommended the following actions be taken to improve coordination of computerized information management:

1. Improve coordination of Computerized Information Management between the State's natural resource agencies by the following actions:

- (a) Utilize the Data Management Subcommittee of the Land and Water Resources Council to coordinate computerized information management of the Council's member agencies.
- (b) Establish working groups of the Data Management Subcommittee for the purpose of coordinating technical aspects related to computerizing resource information.
- (c) Implement a Memorandum of Agreement betwen all natural resource agencies which recognizes the need and establishes the basis for the coordination of computerized data management efforts by sharing of hardware, software, technical expertise, and data files, and which provides for joint ventures in the development of new data management systems.
- (d) Provide for carrying out the following functions within the State Planning Office:
  - (1) Provide staff support to the Land and Water Resources Council's Data Management Subcommittee and conduct projects identified by the Subcommittee which will facilitate coordination of efforts by natural resource agencies to automate natural resources data.
  - (2) Develop agreements between natural resource agencies to promote the sharing of hardware, software, technical expertise, and data files.
  - (3) Update, as necessary, and promote the use of existing MIDAS data codes and other data codes that are adopted by the Council.
  - (4) Prepare and periodically update an inventory of natural resource computerized data files that contain Maine data.
  - (5) Coordinate the development of a set of common rules for the creation and documentation of automated natural resource data files by state agencies.

(6) Monitor progress in the development of geographic information systems by federal agencies, other states, Maine State agencies, and the University of Maine, and when feasible, maximize the benefit of these efforts to all Maine natural resource agencies.

(7) Continue to coordinate the detailed design of a statewide natural resource geographic information system.

2. Increase the level of technical assistance available to natural resource agencies computerizing information by establishing a staff function in Central Computer Services with the responsibility of increasing coordination efforts between agencies, enhancing compatibility of computerizing efforts, providing advice on computer graphics and geographic information systems, and providing systems analysis and programming assistance to agencies developing or expanding their computerized information management systems.

Due to a lack of funding and staff, the State Planning Office has not been able to implement recommendation 1 (d). Central Computer Services has developed a "job description" for a staff position to assist the natural resources agencies, and expects to receive approval for the position during mid-1981.

Solving High Priority Problems.

Maine's Water Research Needs: The University of Maine's Land and Water Resources Center initiated a study of the research needs for Maine's water resources in January, 1980 and asked the Land and Water Resources Council, of which the University is a member, to participate in the assessment and to review and adopt the final report. The scope of the study was limited to freshwater resources, with an emphasis on management-oriented research. The study process was based on a series of in-depth interviews with individuals knowledgeable about Maine's water resources, coupled with analysis of recent topical reports. Information from the interviews and reports was condensed, organized by topic, and presented in a report which included: (1) descriptions of the problems or situations, (2) steps which have been taken or are underway to address the problems, and (3) remaining questions which need to be answered. Based on the findings of the study the water resources problems and related research needs were organized and described in detail in five major subject areas: groundwater management; acid precipitation; lake management; river, stream, and wetlands management; and recreational use of inland waters.

Each of these subjects was found to have substantial management-oriented research needs. In the course of the analysis, two topics—groundwater management and acid rain—emerged as areas of highest priority in which major management decisions will be required over the next several years. The study found that accelerated research is needed on these topics, with some degree of urgency. The remaining high-priority topics were judged to have a longer decision-making time scale.

The University intends to use the report as a basis for prioritizing the allocation of research funds to support University research projects. The Land and Water Resources Council will use the report in formulation of its annual work program.

Drought Response Information: Drought is a periodic problem in Maine. Because rainfall was below average during the summer of 1978 and again in 1980, Richard Barringer, Chairman of the Land and Water Resources Council, asked the Office of Civil Emergency Preparedness, the Department of Human Services, and staff in his own Department of Conservation, to prepare information which will be of assistance to the public during a drought. These agencies formed an ad hoc committee. The committee developed two pamphlets. One pamphlet for people on their own water supplies is entitled, "Drought and the Individual Well Owner." The pamphlet contains useful information regarding the continued use of wells with low water levels, pumping water into dry wells, and how to disinfect emergency drinking water supplies with common household bleach. The other pamphlet for use by municipal water suppliers is entitled, "Recommended Guidance for Public Water Supplies During Emergency Drinking Water Conditions." This pamphlet discusses steps that public water suppliers should take to notify the public about foreseen shortages, temporary assistance that may be available, and the liabilities municipal suppliers may face if hauling water in fire trucks to fill private wells or storage containers. The pamphlets were printed by, and are available from the Maine Department of Human Services, Division of Health Engineering, Drinking Water Program.

Policy Formulation.

State Comprehensive Energy Plan: The Governor's Office asked the Land and Water Resources Council to hold a special meeting to review and comment on a draft Comprehensive

Energy Plan prepared by the Office of Energy Resources. The energy plan is a legislative requirement of the Office of Energy Resources, and the final plan is transmitted from the Governor to the Legislature. Council members provided detailed comments on the plan; these comments are contained in the Council Meeting Minutes for November 17, 1980.

Superior Mining Proposal for Bald Mountain, Maine: During the year the Council received two briefings regarding the discovery of a large copper ore deposit at Bald Mountain, and Superior Mining's intention to mine the deposit.

The 22 acre copper ore deposit is 13 miles west of Portage. The deposit is 800 feet deep and size wise is in the top ten discoveries of its kind in North America. The deposit will be mined by the open pit method with the excavated surface area to be about 100 acres. It will take 15 to 20 years to mine the entire deposit. Disposal of excess water from the site will be the most difficult environmental problem because of the requirements for maintaining a high level of water quality in the areas streams.

Maine State agency staff and decision-making boards have little experience with reviewing large-scale mining proposals. The Council's concern with this issue led the Council to request the chairman to express to the Department of Environmental Protection and the Land Use Regulation Commission the need for State decision-makers to educate themselves on mining procedures and impacts.

Half Moon Cove Tidal Power Proposal: The Governor requested the Land and Water Resources Council to coordinate a review of the proposed Half Moon Cove Tidal Power proposal and to provide him with specific recommendations for State action prior to action by federal or state agencies on the proposal.

The Passamaquoddy Tribal Council filed an application on February 4, 1980, for a 36-month preliminary permit from the Federal Energy Regulatory Commission. The tidal power facility would consist of a 1,050-foot long, 75-foot high earth and rock fill dam across Half Moon Cove. The proposed project would generate 10 megawatts of power through two turbines as Half Moon Cove empties into Cobscook Bay after each high tide.

The Council decided to form a subcommittee to study the proposal and prepare recommendations for state actions. The subcommittee has met with representatives of the Passamaquoddy Tribe to discuss the proposal. The subcommittee also arranged for a public meeting with the Corps of Engineers to discuss their study of tidal power potential of several other sites on Cobscook Bay. The subcommittee is particularly interested in how future tidal power development might be complementary or antagonistic to the Half Moon Cove proposal.

The Passamaquoddy Tribe received a consulting engineers report on the feasibility of the Half Moon Cove proposal in December, 1980. The tribe is studying the proposal and if the tribe decides to apply for a license to construct a facility at the site, it may take one to one and a half years to complete the permit review process. The Council's subcommittee will actively follow the progress of the proposal and make its recommendations, at an appropriate time, to the Governor.

Review of River Basin Overview Plans: The New England River Basins Commission (NERBC) intends to develop nine river basin overviews for Maine. An overview identifies major problems in a river basin and recommends actions to be taken by federal and state agencies to solve the problems. Three overviews have been completed by NERBC and approved by the Council. They are the Kennebec, Piscataqua, and Saco Overviews. The Council approved the Piscataqua Overview in January, 1980. The most important recommendation of the report is that the NERBC, in cooperation with Maine and New Hampshire, initiate a planning effort to identify and recommend solutions to interstate water issues in the Salmon Falls and Piscataqua River Basin.

The Council approved the Saco Overview at its April, 1980, meeting. The most important recommendations of the overview pertain to water supply management and hydropower development in the basin.

Plan for the White Mountain National Forest: The U.S. Forest Service is developing a management plan for the White Mountain National Forest. Approximately 100 square miles of the forest is in Maine. The planning effort will examine issues and develop policies regarding timber management, off-road vehicle use, mineral development, ski area development, and wilderness management. The U.S. Forest Service asked the Land and Water Resources Council to act as a contact to coordinate their planning efforts in Maine. The Council agreed to serve in this capacity and will be involved in the coming year (1981) with the planning efforts.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources
State Activities Related to the Management of Growth and Natural Resources
Policy Recommendations for Reducing Coastal Storm Damages
The Procedural Efficiency of Maine's Environmental Permit System.
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Interim Report of the Hydropower Study Subcommittee

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $23,994 in FY 81 and are, by administrative decision, included with those of State Planning Office.

GOVERNOR'S MANAGEMENT TASK FORCE

RODNEY L. SCRIBNER, COMMISSIONER, FINANCE AND ADMINISTRATION
CAROLYN MANSON, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102U; *Citation:* Exec. Order 8 FY 80

PURPOSE: The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of Maine State Government with an eye toward improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works closely with the Governor and Commissioner of Finance and Administration to: recommend ways to improve the efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and improve public confidence in government.

ORGANIZATION: The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force consists of persons with business experience who are appointed by the Governor to serve at his pleasure. It works closely with the Governor and the Commissioner of Finance and Administration in accomplishing its mission. It is anticipated that the Task Force will continue its work over an extended period of time and from time to time will augment its membership with other members of the business community who have special expertise in areas being reviewed.

PROGRAM: Established in October, 1979, during its first year of activity the Governor's Management Task Force completed its initial report to the Governor (*Energy Management in Maine State Government*) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the state of over $4 million per year.

In December, 1980 the Task Force completed its second major evaluation and reported recommendations and savings in the areas of printing and photocopying, telecommunications, space management, micrographics and postal services. The report *(Administrative Support Service in Maine State Government)* contained 50 recommendations and identified potential savings of over $2 million.

By the end of calendar year 1981, the Task Force is expected to report its findings and recommendations concerning Maine State Government's personnel system. This evaluation was begun in January, 1981 and will be finalized by December, 1981.

PUBLICATIONS:

Energy Management in Maine State Government, May 1980. (Limited number of free copies.)

Administrative Support Services in Maine State Government (limited number of free copies)

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

GOVERNOR'S COMMISSION ON MENTAL HEALTH MANPOWER DEVELOPMENT

KEVIN W. CONCANNON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta 04333

Established: March 20, 1979 *Sunset Termination Scheduled to Start by:* March 30, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102Q; *Citation:* Exec. Order FY 79 #7

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The primary goal of the Governor's Mental Health Manpower Commission is to create a basic policymaking body in mental health manpower that will systematically address the diverse mental health manpower issues.

The objectives of the Commission are to:

—become personally knowledgeable about the scope of the mental health manpower system;

—analyze data which will identify trends, needs, and problems in mental health manpower and to refine such data for identification of issues;

—prioritize problems in mental health manpower;

—recommend comprehensive manpower policies to be implemented by the mental health system, including public and private institutions, agencies, and all others involved in providing mental health services;

—provide liaison with state and federal manpower activities and with various agencies, associations, and universities in the implementation of collaborative action on the recommended policies; and

—prepare and submit reports and comply with other requirements as requested by the National Institute on Mental Health for supportive federal resources made available to the State of Maine under Public law 78-410, as amended.

ORGANIZATION: The Governor's Mental Health Manpower Commission was created by Executive Order No. 7 FY 79 issued by Governor Joseph E. Brennan on March 20, 1979, to last for a period of five years to March 30, 1984. The Commission is comprised of up to twenty-five members appointed by the Governor for two-year terms. The Commissioner of Mental Health and Corrections is named as Chairman, ex officio.

PROGRAM: The Commission has investigated a number of issues related to mental health manpower during the first year. Issues considered to be priorities and probed in-depth by task groups were: training needs related to primary care physicians offering mental health services and also training needs of mental health workers (direct care) in public institutions and community settings; accessibility to mental health services and the manpower implications therein; funding of mental health services and the determining effect upon manpower utilization; policy determination and planning objectives, impact upon mental health care providers; and personnel and professional roles.

During the first year of the Commission, these and related issues were explored as they related to mental health services in a macro or systems-wide sense. The activities of the second year just completed focused upon these problem areas as they affected the recruitment, retention, distribution, utilization and training of mental health manpower in Maine. Task groups made up of the Commission members were formed to probe and evaluate these manpower considerations as they determined mental health services being offered in the institutions, Community Mental Health Centers, long term care facilities (e.g. boarding homes), and through primary care physicians in the private sector. Detailed recommendations have been prepared for presentation to the Governor which selectively describe problems being addressed, barriers seen as limiting resolutions, and recommendations for actions to be taken.

Mental health manpower has been singled out for special attention due to the fact that mental health services are by their nature, labor intensive. Preliminary estimates indicate that Maine is close to the national average in that 80 to 85% of total mental health costs are manpower costs. The Governor's Mental Health Manpower Commission will continue to work toward correcting costly manpower losses and imbalances in the mental health system from a system-wide perspective.

PUBLICATIONS:

Transcripts of meetings, task group working research papers, and planning documents are available for on-location use at the Department of Mental Health and Corrections, State Office Building, Augusta.

An Introduction to State Mental Health Manpower Development, Governor's Mental Health Manpower Commission, March, 1979. Free.

Year One Status Report, Governor's Mental Health Manpower Commission, March 1980. Limited quantity. Free.

Year Two Status Report, Governor's Mental Health Manpower Commission, Spring, 1981. Limited quantity. Free.

The Role of Primary Care Physicians in the Delivery of Mental Health Care in Maine, October 1980. Available for on-location use.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $44,745 in FY 81 and are, by administrative decision, included with those of the Bureau of Mental Health within the Department of Mental Health and Corrections.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, ACTING CHAIRMAN

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102B; *Citation:* FY 77 Exec. Order 1

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the measurement sensitive industries and trades. The Committee must also locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

ORGANIZATION: The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. Public Utilities Commission.

PROGRAM: Committee activities during FY 81 have been limited to the promotion of educational programs for Maine school children, teachers, and parents.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

PAMELA PLUMB, CHAIRMAN
LAWRENCE P. GREENLAW, JR., Council Staff

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec Order 11 FY 79

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of eleven members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Association. Members are appointed annually by the Governor. The Council is required to meet at least four times a year.

PROGRAM: Since its establishment, the Governor's Municipal Advisory Council has met with the Governor once a month to discuss critical municipal concerns regarding such things as the Governor's legislative program the severity of the energy situation on municipalities, solid and hazardous waste management, and highway funding.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS

JAMES V. SULLIVAN, EXECUTIVE DIRECTOR

Central Office: Rm. 220, Portland Campus Gymnasium *Telephone:* 780-4170
Mail Address: University of Southern Maine, Portland, Maine 04103
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102K; *Citation:* FY 78 Exec Order 10

PURPOSE: The Governor's Council on Physical Fitness and Sports has been given responsibility for developing, promoting, coordinating and supporting services and programs of physical fitness and sports for the people of Maine. The members will recommend physical fitness programs that provide state-wide participation for all citizens including the handicapped and elderly. At the same time, the Council works with appropriate municipal and state officials to enact these programs. Council members will also work with the Bureau of Parks and Recreation, the Bureau of Health, Department of Human Services and the Department of Educational and Cultural Services in order to explore and develop sport facilities, coordinate programs with medical sources and improve physical education programs within schools.

ORGANIZATION: The Governor's Council on Physical Fitness and Sports consists of nineteen members, all of whom are appointed by the Governor. Members are appointed to represent target populations and committees are formed and located in selected geographic areas throughout the state. The Council membership is representative of elementary, secondary and college youth, individuals in health professions, employees of business and industry, the elderly and the handicapped. All members are appointed for four-year terms. The chairperson is appointed by the Governor from within the membership of the Council.

PROGRAM: Throughout FY 81, the Governor's Council on Physical Fitness and Sports has pursued several activities. These include: a state-wide survey to determine physical fitness and sports programs currently being offered, the development of Council position statements, awards and endorsements. The Council, along with the President's Council on Physical Fitness and Sports, sponsored a Regional Workshop and Clinic on Physical Fitness and Sports at the University of Maine at Augusta. The Council also developed a brochure, a shoulder patch, a logo and four exercise series.

Future programs for the Council will include the Governor's Proclamation for Physical Fitness Month and position statements regarding the health hazards of smoking, drugs, alcohol and stress. The Council plans to develop bicycle paths for recreation and transportation, develop exercise parcourses and administer clinics and workshops.

PUBLICATIONS:

Calisthenics
Weight-Interval and Circuit Training
Walk/Jog
Relaxation Exercises
The above are offered free to any interested citizens.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,875 in FY 81 and are, by administrative decision, included with those of the (Office of) Governor.

STATE PLANNING OFFICE

RICHARD E. BARRINGER, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 43 *Legislative Count:* 12

Organizational Units:
Community Assistance Division
Economics Division
Natural Resources Div.
Management and Information Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intrastate planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England River Basins Commission; and to administer the statewide (A-95) clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; and additional Economic Planning & Analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the A-95 Clearinghouse, the Land and Water Resources Council, federal activities impact coordination, membership on the New England River Basins Commission, Coastal Energy Impact Program administration, Science and Technology activities coordination, and State Assistance Program administration for the National Flood Insurance Program.

The internal organization established administratively in 1975 and reorganized in 1979 and 1981 includes four divisions; namely, Community Assistance Division, Natural Resources Division, Economics Division, and Management and Information Division.

PROGRAM:

Natural Resource Division. This Division advises the Governor and the Legislature and prepares reports on natural resource conservation and development issues: advises on specific projects with major impacts on resources; monitors the condition of Maine's natural resources and the availability of information on them; assists other agencies with resource management; and administers several programs which are interagency or intergovernmental efforts to improve management of Maine's natural resources. These programs and the work accomplished through them during the last year are as follows:

Water Resources Program: The Water Resources Program consists of activities intended to develop state policy on water related issues, improve the water resource data base, and improve coordination among the several agencies of the state and federal government concerned with water resource planning and management. The Program's emphasis during the past year included supporting the activities of the Land and Water Resources Council, providing Maine's input to regional studies and policy positions developed through the New England River Basins Commission, and developing a proposal for the development and conservation of the St. John River for the Governor.

More specifically, the Water Resources Program has provided the staffing for the Ground Water Protection Commission. This enabled the Commission to complete its report to the Governor and Legislature on how the State should act to protect groundwater resources. The program also provided the staff for the Hydropower Subcommittee of the Land and Water Resources Council which has prepared an interim report recommending state policy regarding hydropower development. In addition, the program provided considerable staff assistance to the Governor in developing his position on conservation and development of the St. John River. As a result, the Governor has asked the Congress and the Army Corps of Engineers to initiate plans for multiple use of the St. John River.

The program coordinated Maine's input to several federal studies during FY 81. Comments were provided to the New England River Basins Commission on overview reports, for the Saco and Androscoggin River Basins. These identified the major water resource issues in the basins and suggested ways of dealing with them. Considerable work was also done this year on the overview being prepared for the St. John, St. Croix, Presumpscot, Mid-Coast and Penobscot basins. The program also provided an important part of Maine's input to regional studies being done by the New England River Basins Commission. These included studies on hydropower development, port development, power plant siting, and water supply in New England.

The program was a major force in shaping the New England Regional Water Policy Statement which represents a New England view of the major national water resources issues, and provided the focal point for the State's input to the cooperative Saco River Basin Study being conducted by the U.S. Department of Agriculture and Southern Maine Regional Planning Commission. The staff also coordinated state input to various Corps of Engineer's planning activities, including Corps work for the State addressing water supply problems in southern Maine and ice-jam flooding throughout the State.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. The State receives an annual grant of about $1.2 million per year from the Office of Coastal Zone Management in the Department of Commerce. The State Planning Office's role in the program is to provide a focal point for coastal issues and to coordinate the activities of state and local governments.

The program provided funds to several state agencies and special interest groups during FY 81 to deal with issues and policies of statewide significance. For example, the program supported 3 staff persons at the Department of Environmental Protection to assist developers in applying for permits and to assure greater compliance with the State's environmental laws. Other issues addressed through special projects resulted in a management plan for Higgins Beach, an aquaculture industry development plan, clam flat pollution abatement, and a local assistance program for the enforcement of land use ordinances.

Other program activities included a very successful conference on waterfront redevelopment, held in July of 1980. Almost 200 people attended and the conference was widely acclaimed for providing useful information. The Coastal Program also worked with the Department of Environmental Protection and the Army Corps of Engineers to simplify the permits required for activities in coastal wetlands. As a result of these activities, a one stop permit is now being tested. The applications for a State Coastal Wetlands permit and Corps of Engineers Section 10 and 404 permits have been combined and simplified.

The Maine Index, a computerized system of cataloging and automatically retrieving information on Maine's natural resources became operational during this period. The system is housed in the Maine State Library and now contains information on natural resources maps.

The program provided considerable assistance to towns in planning for the fish piers to be built as the result of the fish pier Bond Issue approved by Maine voters. Further, the staff provided assistance to the Bureau of Public Lands concerning how it could best carry out its responsibilities for submerged lands leasing. In particular, considerable attention was devoted to the proposed development of Half Moon Cove near Eastport for tidal power. The staff also coordinated the review of numerous federal projects and other projects requiring federal permits for consistency with Maine's Coastal Program. The most noteworthy of these activities is the exploration of George's Bank for oil and gas.

The majority of Coastal Program funds are granted to coastal communities to conduct coastal management projects. This year approximately 120 of the 133 communities participated. The local grants portion of Maine's Coastal Program complements State efforts to address important policy issues and improve the implementation of State laws and programs. The small grants allow communities to carry out their responsibilities more effectively under such statutes as the Subdivision Law and Shoreland Zoning. They also enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. The end results are better management of Maine's harbors, marine resources, and shorelands, as well as more jobs for Maine people.

In addition to these projects, the SPO and Regional Planning Commissions (RPC)'s, who also receive funds from the program, provide technical information and planning services to municipalities. This effort is primarily aimed at decision makers on the local level who are charged with local land use regulation responsibilities.

Maine Critical Areas Program: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include areas important to the fields of zoology, geology, and botany. The official list of areas is called the Register of Critical Areas. The program works with landowners on a voluntary basis to conserve these areas. As a result of its work, the program received the U.S. Department of Interior's Achievement Award for an outstanding contribution to the conservation of the nation's natural resources.

During FY 81, the program investigated a variety of subjects: whitewater rapids, peatlands, old growth forests, and rare plants. Planning reports on peatlands and whitewater rapids were published.

The program staff met three times with the Critical Areas Advisory Board and reviewed information on areas to be registered. The total number of areas on the Register is now 351. Six areas in FY 81 were found to meet the guidelines of the program but were not registered because the landowners could not be contacted or it was judged that registration would not promote the conservation of the area. A total of 23 areas were added to the list of areas that met the program's guidelines.

The Critical Areas Program conducted natural resource inventories for the Bureau of Public Lands (Department of Conservation) on the Bigelow Preserve, Squaw Pan Public Lot, and Rocky Lake Public Lot. A critical area inventory of the Scientific Forest Management Area in Baxter State Park was designed and initiated by the program at the request of the Baxter Park Authority.

The program provided assistance to many landowners, government agencies, developers and conservation organizations during this period. Landowners were given advice on the significance of areas they own, appropriate management of these areas, and where to turn for expert management assistance with particular problems. Developers were provided information on areas which could be sensitive to development and, hence, should receive special attention. Many state and federal agencies requested the program's assistance.

During the last year, the Critical Areas Program devoted a great deal of time to assisting communities with proposals to establish a Maine coast estuarine sanctuary. Towns were advised of the opportunity to secure federal matching funds for the acquisition of key estuarine land areas in August of 1980. A broadly representative advisory committee was formed to select the best of the more than 30 proposals that were received. As a result of this effort, three areas have been selected for inclusion in the sanctuary. They are: Machias Bay in Machiasport, Marsh River in Newcastle, and the Drakes Island-Laudholm Area in Wells.

An environmental impact statement on the acquisition of key land parcels within these areas is being prepared. An application for $1.3 million to acquire the first two of these areas and to develop a proposal for the acquisition of the third has been submitted to the federal government. Approval of this application and decisions on whether to proceed with the acquisition of the first two areas are expected by the end of September, 1981.

Implementation of the Report of the Management Task Force. SPO staff working with persons from Departments of Finance and Administration and Personnel, reviewed the recommendations of the Governor's Management Task Force to determine their feasibility, impacts on government services, and the most effective means of implementation. Working for the Cabinet Committee on Implementation, the staff prepared a detailed agenda of tasks to implement all recommendations within two years. The annual savings to be realized by State Government as the result of implementing these recommendations is estimated to be $6 million.

MaineStreets Future. In April, the Office organized and cosponsored a major conference on downtown revitalization. Titled MaineStreets Future, the conference drew over 300 town officials, planners and business people and featured over twenty workshops, case studies and presentations. The conference succeeded in promoting and showing ways to improve Maine's downtowns and reaffirmed the State's commitment to economic development in its towns and villages.

Community Assistance Division. In May, the General Planning Assistance Division became the Community Assistance Division. The reorganization was to provide a clearer focus for the division through consolidating activities with a local emphasis in the areas of land use planning and regulation, community development, downtown and waterfront revitalization, housing and rural development issues.

Housing and Urban Development (HUD) "701". The Division continues to administer the Department of Housing and Urban Development (HUD) "701" planning grants to seven non-metropolitan regional planning agencies and two Indian Reservations and to coordinate and assist them in their planning programs. HUD funds are also channeled to other Divisions in the State Planning Office for development of State urban policy and development and coordination of urban strategies aimed at reducing urban distress. Coordination and assistance is also provided to the two metropolitan areawide planning agencies. The Planning and Development Advisory Committee, which meet bi-monthly, includes these groups as well as major municipal planning departments.

Shoreland Zoning. The State Planning Office continued to carry out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning. The State Planning Office has also continued to advise municipalities on matters related to shoreland zoning, particularly the 122 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act.

National Flood Insurance Program. In conjunction with the Office of Civil Emergency Preparedness, the State Planning Office administered a grant from the Federal Emergency Management Agency. Staff assisted municipalities in converting from the Emergency to the Regular Phase of the Program and establishing floor plan elevations. They also coordinated flood studies throughout the State and helped establish a floodplain information clearinghouse in the Office of Civil Emergency Preparedness.

Capitol Planning Commission (CPC). Along with the Bureau of Public Improvements, the State Planning Office provides staff assistance to the Capitol Planning Commission. During FY 81, the staff helped the CPC to begin the revision of its rules and regulations, to review development proposals, and to prepare a grant application to the National Endowment for the Arts for the development of a landscape master plan.

Manufactured Housing. During the summer of 1980, the Division worked with the Department of Business Regulation in the preparation of a study of municipal regulatory practices relating to manufactured housing. A report, detailing the mobile home regulations found in municipal zoning ordinances, subdivision regulations, building codes and mobile home ordinances, was published in September. The staff continued to work with a special Review Committee which reported its findings to the Local and County Government Committee in January.

Local Planning Assistance. The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, and a handbook for municipal boards of appeals.

Management and Information Division. This division was established in May to consolidate functions serving the office in a general way, including data processing, fiscal and personnel matters, public information dissemination, and A-95 review.

State Clearinghouse (A-95): During FY 81, over 1,250 projects were submitted for review under the provisions of the Office of Management and Budget Circular A-95. Projects included grant applications from state and non-state applicants, federally required state plans and direct federal development projects (including Environmental Impact Statements and Notices of U.S. Government Surplus Property). Information on these projects was submitted to 83 State agency contacts, 133 non-state contacts (10 regional planning commissions, University of Maine, etc.) for their review and comment by means of a Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies.

Data Processing Activities. The State Planning Office continued to play an important role in coordination data processing activities among the smaller state agencies during FY 1981. The staff consulted with several state agencies on the development of socio-economic data bases and continued active participation on the Computer Services Advisory Board, and related subcommittees.

A wide variety of socio-economic data was provided for use by the agency, the public, and other state agencies. Reports covering population, housing, sales tax, and federal grants were issued during the preceding year. Development of the MCD data base was continued. As the lead state agency, the Planning Office began preparing for the 1980 Census information, hosting several meetings with interested agencies to clarify state-wide data needs.

A variety of miscellaneous tasks were also undertaken. Among them, the Planning Office assisted several towns with their community development surveys and a major update of the State Geocode was also completed.

Economics Division. The mission of the Economics Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic development of the State and to formulate policy recommendations for state decision makers; and 3. *program cordination:* to maintain current information on local development plans and on state and federal development assistance programs, to forumulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts.

To fulfill its mission, the Division maintains a small professional staff of planners, economists, and researchers, each of whom maintains two or three topical and agency areas of expertise. The Division's overall work program is set by the Division Director in conjunction with the Director of the State Planning Office and members of the Governor's staff. In addition, between one quarter and one third of the Division's time is spent in meeting requests for short term policy analysis and local planning assistance, work that cannot be known and scheduled for in advance.

In the past year, the Division has done research and prepared reports and recommendations on the following topics: cargo port development, energy demand forecasting, comparative state tax climates, truck deregulation, retirement legislation, income tax indexing, minerals taxation, and Outer Continental Shelf oil exploration. In virtually all of these instances, Division analysis was incorporated into legislation and, in many cases, contributed to successful projects. The *Cargo Port Study* was followed by a successful bond issue to raise money for the project; the demand forecasting efforts became a component of the *State Energy Resources Plan*; trucking deregulation was enacted; as a result of Division staff testimony before the DEP and EPA, SPO concerns about OCS oil exploration have been integrated into state and federal licenses; and a severance tax proposal developed by Division staff remains at the center of the issue of copper mining in the State.

In the area of program coordination, the Division has managed the EDA 302(a), the New England Regional Commission, and the FmHA 111 planning grants and the Coastal Energy Impact Program. Throughout the past year, much of the activity in this area has been devoted to monitoring Congressional developments on budget cuts and programs, tax and regulatory changes affecting the State.

Finally, the Division is responsible for the development and maintenance of a computerized socio-economic data base and for the preparation of a number of regular publications including: *The Governor's Report on the Maine Economy;* the *Status of Housing in Maine;* the

Tourism Quarterly Report; the *Maine Retail Sales Quarterly;* and a variety of reports presenting statistical information on population, housing and social welfare recipients.

PUBLICATIONS:

Economics Division

1. HIS-7 Federally Assisted Housing '79
2. HIS-8 Housing Estimates '79
3. Municipal Household Projections
4. Housing Newsletter
5. EIS-6 Unemployment Rates by County
6. EIS-7 Quarterly Sales Tax Report
7. EIS-8 Quarterly Sales Tax Report
8. EIS-9 Quarterly Sales Tax Report
9. Tourist Quarterly Review March
10. Tourist Quarterly Review June
11. Tourist Quarterly Review September
12. Tourist Quarterly Review December
13. SIS-4 Indicators of Poverty
14. P.P.S-5 Historical Population—Municipalities
15. Municipal Population Projections 1970-84
16. 1970-78 Population by Age Cohort
17. 1980 Preliminary Census Count—Maine
18. 1980 Advance Count Census Count—Maine
19. Rural Resource Guide
20. Governor's Report on the Economy 1980
21. Rural Development and Investment Needs (Survey Results)
22. Summary Report—Rural Development
23. Housing Monographs—Private Financing
24. Housing Monographs—The Cost of Housing in Maine
25. Housing Monographs—An Analysis of Current Housing Conditions and Future Needs
26. Housing Monographs—Housing Policies and Recommendations
27. A Definition and Descriptions of Urban Communities
28. Summary of Comments and Identification of Issues—Meeting of Housing Advisory Committee
29. A Regional Base for State Economic Policy Development
30. Analysis of Socio-Economics Trends in No. Kennebec Valley
31. The Summary of FmHA 1980 Management Plan
32. The Summary of Farmers Home Administration Management Plan 1981
33. Planning and Development Quarterly
34. 1977 Per Capita Income, Department of Commerce
35. The Governor's Committee Rural Development Annual Report
36. Urban Development & Investment Needs as Perceived by Local Officials
37. A Description of Urban Community Distress in Maine
38. HIS-6 Housing Estimates '78
39. EIS-3 Current Assessment & Forecast Maine Economy
40. EIS-4 Profile of Maine Economy Past, Present and Future
41. EIS-5 Current Assessment and Forecast to 1981
42. State Planning Office Digest
43. State Planning Office Digest
44. SIS—2 Income Assistance Caseloads and Distribution
45. SIS-3 Selected Municipal Distress Indicators
46. SRS-2 Socio-Economic Characteristics for Maine Counties and Regions
47. Rural Resource Guide (eight sections at 700 each)
48. Strategies for Revitalizing Rural Maine
49. Strategies for Revitalizing Rural Maine Summary Report
50. The Maine Economic Development Team
51. Downtown Revitalization
52. Rural Community Development Survey

53. An Analysis of Maine State and Local Government Spending Patterns
54. Science in the State House
55. Maine Elderly & Handicapped Housing Needs
56. The Status of Maine Housing
57. Town Land Area
58. A Preliminary Compilation of Regional Strategies for Growth Management in Maine
59. CEIP Announcement
60. A Summary of Overall Economic Development, Plans, Goals and Objectives
61. Economic Distress and The Changing Nature of Rural Maine
62. Agriculture in Maine: A Policy Report
63. The Economy of Maine: An Overall Assessment
64. The Economy of Maine: An Overall Assessment Summary
65. Improving Planning at the State Level
66. Growth Management in Maine
67. Index of State Agency Data Files
68. An Economic Development Program for Maine
69. Report of Maine Food and Farmland Study Commission
70. List of Available Publications and Maps
71. Community Profiles (70)

Natural Resources Division

Standard Classification System for Land Use Coding in Maine
Maine Critical Areas Program—The Landowners Options
Management of Water and Related Land Resources in the State of Maine
Maine Coastal Inventory
  A series of maps and Maine Coastal Inventory Handbook
Standard Classification System for Land Cover in Maine;
  Land Cover Coding Manual
Maine's Coast-Special Consideration for the Municipal Planning Process
1980 Maine Directory of Natural Resources Organizations
Maine's Coastal Program (a brochure)
State Activities Related to the Management of Growth and Natural Resources
State Policies for the Management of Growth and Natural Resources
The Groundwater Handbook (available from Bureau of Geology)
Critical Areas Program planning reports on a variety of topics, e.g. eskers, waterfalls
Towards a Fisheries Development Strategy for Maine, Jan., 1978 (C.E. Maguire, Inc. for the Department of Marine Resources)
Policy Recommendations for Reducing Coastal Storm Damages
Maine Port Development Study, Phase I, Three Volumes, Nov., 1977 (Maine Department of Transportation)
Maine Port Development Study, Institutional Changes in Maine State Government Agencies for Improved Port Planning and Development Functions, Dec., 1977 (State Planning Office for the Department of Transportation)
Maine Port Development Study, Feasibility Study of the Development of Cargo Handling Facilities at Maine Ports, Jan., 1978 (Fay, Spofford & Thorndike, Inc. for the Department of Transportation)
The Maine Coast—A statistical source 1980
Coastal Program—Local Projects
Surficial Geology Handbook (available from Bureau of Geology)
The Ecology of Maine's Inter-tidal invertibrates
The Maine Coast: Issues Considered—a report to the Governor by his Advisory Committee on Coastal Development and Conservation
Where Should Heavy Industry be Sited in Coastal Maine? (Maine Dept. of Conservation)
Cumulative Impact of Incremental Development on the Maine Coast (Land Use Consultants, Inc. for Dept. of Conservation)
Natural Resources Information Transfer (The Research Institute of the Gulf of Maine)

Community Assistance Division

Maine Planning and Land Use Laws 1979-1980
A Survey of Municipal Planning and Regulatory Activity, 1978
State Planning Office
Rural Resource Guides for Local Officials
Comprehensive Planning Guide
A Handbook for Municipal Boards of Appeals
Model Zoning Ordinance for Maine Communities
The Flood Insurance Program
Suggested Forums for Administration of the Subdivision Law
Model Subdivision Regulations for Small Towns
Subdivison Review—A Procedural Guide for Local Planning Boards
Guidelines for Municipal Shoreland Zoning Ordinances
Sample Forms for Administration of Municipal Shoreland Zoning Ordinances

Management Information Division

Maine Coastal Inventory Handbook
The Municipal Planning Process
A status report—June 1979
Description of A-95 State Clearinghouse
Maine State Clearinghouse (A-95) Review Procedures

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	736,116	247,031	8,736		480,349	
Retirement	125,810	40,185	1,539		84,086	
Computer Services—Comm	85	15			70	
Computer Services—State	8,270	6,914			1,356	
Rents	2,870	2,292	105		473	
Commodities	12,142	4,432	420		7,290	
Grants—Subsidies—Pensions	101,000	101,000				
Equipment	3,198	211			2,987	
Transfers to Other Funds	115,197		89		115,108	
Other Contractual Service	1,293,193	128,718	2,296		1,162,179	
TOTAL EXPENDITURES	2,397,881	530,798	13,185		1,853,898	

GOVERNOR'S SMALL BUSINESS ADVISORY COUNCIL

ROGER MICHAUD, CHAIRPERSON
STEPHEN BOLDUC, GOVERNOR'S LIAISON

Central Office: State Development Office, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: April 13, 1981 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102M; *Citation:* G FY 81 #13

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Small Business Advisory Council is to advise and assist the Governor in the formulation of small business policy, in particular the Council shall advise and assist the Governor in the: a) analysis of State economic policies as they effect small business, and review or recommend legislation, b) promote fair representation of small business interests on study groups, advisory commissions, and task forces established by the Executive or Legislative branches, c) review of proposed State rules and regulations with regard to their affect on small business, d) review of existing departmental rules and regulations at the time of legislative Sunset Review Proceedings, e) organization of open meetings throughout the State to receive recommendations for improving the climate for small business in Maine, f) formulation and promotion of State-wide initiatives in support of formal entrepreneurial education, continuing and alternative education, management assistance, particularly to women business owners and public awareness programs, g) analysis of transportation policy as it affects small business, attempting to improve the utilization of all modes of transportation to the mutual benefit of Maine's shippers, receivers, and carriers.

ORGANIZATION: The Small Business Advisory Council was established on April 13, 1981. The Council shall be comprised of between fifteen and twenty-five members appointed by the Governor. The Governor shall designate one member as chairperson of the Council. Members must either own or manage a small business in Maine. The Council membership shall reflect Maine's small businesses regarding types of businesses, size of business, minorities, and geographical representation. The Council members serve at the pleasure of the Governor for a term of two years with staggered expirations. There shall be three non-voting ex officio members of the Council. The Director of the State Development Office, Commissioner of the Department of Business Regulation, and one other governmental representative appointed by the Governor. The State Development Office shall provide staff assistance for the Council.

Committee members are:
Roger Michaud, Chairperson
Robert O. Voight
Richard F. Kilroy
Arnold Roach
Roger P. Pomerleau
Peter Garsoe
Karen Mintzer
William R. Coombs
J.R. Ron Palmquist
Sam Zaitlin
Nancy Lee
John Ponzetti
Leroy G. Shepard
Alan Schiro
Edward Blackmore
Raymond Lafreniere

PROGRAM: The Small Business Advisory Council was established on April 13, 1981. Their program during the upcoming year will be to advise the Governor in the areas outlined in the Executive Order creating the Council.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

MAINE VACATION-TRAVEL COUNCIL

THOMAS P. ALDRICH, CHAIRPERSON

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: April 13, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102R; *Citation:* G FY 79 #10
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Vacation-Travel Council is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation-Travel Council also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Council monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Council is appointed by the Governor and is made up of representatives of various segments of the vacation-travel industry and the eight regions of Maine. Persons who are appointed by virtue of an office they hold in a specific vacation-travel organization serve only as long as they continue to hold office and are replaced by their successor in office. Regional representatives are named for one-year terms. Four additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, and the Bureau of Parks and Recreation. The Council meets bimonthly and elects a chairperson from among its membership.

PROGRAM: The Vacation-Travel Council has served as an advisory group to both the State Development Office and the Governor in the last year. In addition to its on-going responsibility to monitor opportunities and problems relating to tourism, the Council organized a Governor's Conference on Tourism in the fall of 1980. Attended by representatives of the industry from across the State, the conference emphasized marketing strategies to deal with the challenges of the 80's.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

GOVERNOR'S ADVISORY COMMITTEE ON WORLD TRADE

THOMAS M. CHAPPELL, CHAIRMAN
WANDA J. EVANS, Projects Officer SDO

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102T; *Citation:* Exec. Order 7 FY 80
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Advisory Committee on World Trade was established for the purpose of recommending to the Governor goals, objectives, strategies, and programs designed to stimulate world trade, encourage foreign invesiment in Maine, and to provide export assistance to Maine companies; and promoting the opportunities in world trade to all Maine businesses. In carrying out these responsibilities, the Committee: recommends specific steps the Governor can take to provide professional services to Maine companies to further develop world trade; helps establish a system to coordinate information and services pertaining to world trade; prepares promotional, educational, and training recommendations to stimulate world trade; prepares legislative and other recommendations, as appropriate, to stimulate world trade and foreign investment in Maine; identifies the inhibiting factors to further development of world trade and recommends steps to overcome those factors which can be affected by State government; and conducts such other activities as appropriate to advise the governor on world trade and to assist Maine companies to participate in international markets.

ORGANIZATION: The Governor's Advisory Committee on World Trade was established on October 10, 1979 by Executive Order 7 FY 80. The Committee is appointed by the Governor, to serve at his pleasure. The membership includes private and public representatives with a responsibility to encourage world trade and international business development and/or special knowledge about this subject. Ex-officio Committee members include the President of the Maine Development Foundation, the Director of the State Development Office, and the Director of the State Planning Office. The chairman is appointed by the Governor from among the members of the Committee.

PROGRAM: In Fiscal Year 1981, the Governor's Advisory Council on World Trade served as an advisor to both the Governor and the State Development Office. The Council's goal, "to increase Maine's employment and wealth through international trade", will be accomplished by the achievement of two key objectives: the increase in Maine exports by five times its 1978 volume of $200 million to one billion dollars annually by 1985; and (2) the increase of capital investment in Maine's economy from international investors.

As a result of recommendations by the Council in 1980, export assistance and foreign investment promotion programs were implemented by the State Development Office in 1981.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287

Average Count—All Positions: 886 *Legislative Count:* 776

Organizational Units:
Bureau of the Budget
Bureau of Accounts and Control
Bureau of Central Computer Services
Bureau of Purchases
Bureau of Public Improvements
Bureau of Taxation
Bureau of Alcoholic Beverages
Board of Emergency Municipal Finance
Maine Insurance Advisory Board
Review Committee for Contractual Services
Standardization Committee
Capitol Planning Commission
Land Use Tax Committee
State Liquor Commission
Board of Trustees, Accident and Sickness or Health Insurance Program
Advisory Council on Deferred Compensation Plans
Advisory Committee on State Communications

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government.

ORGANIZATION: An organization chart is provided in this report.

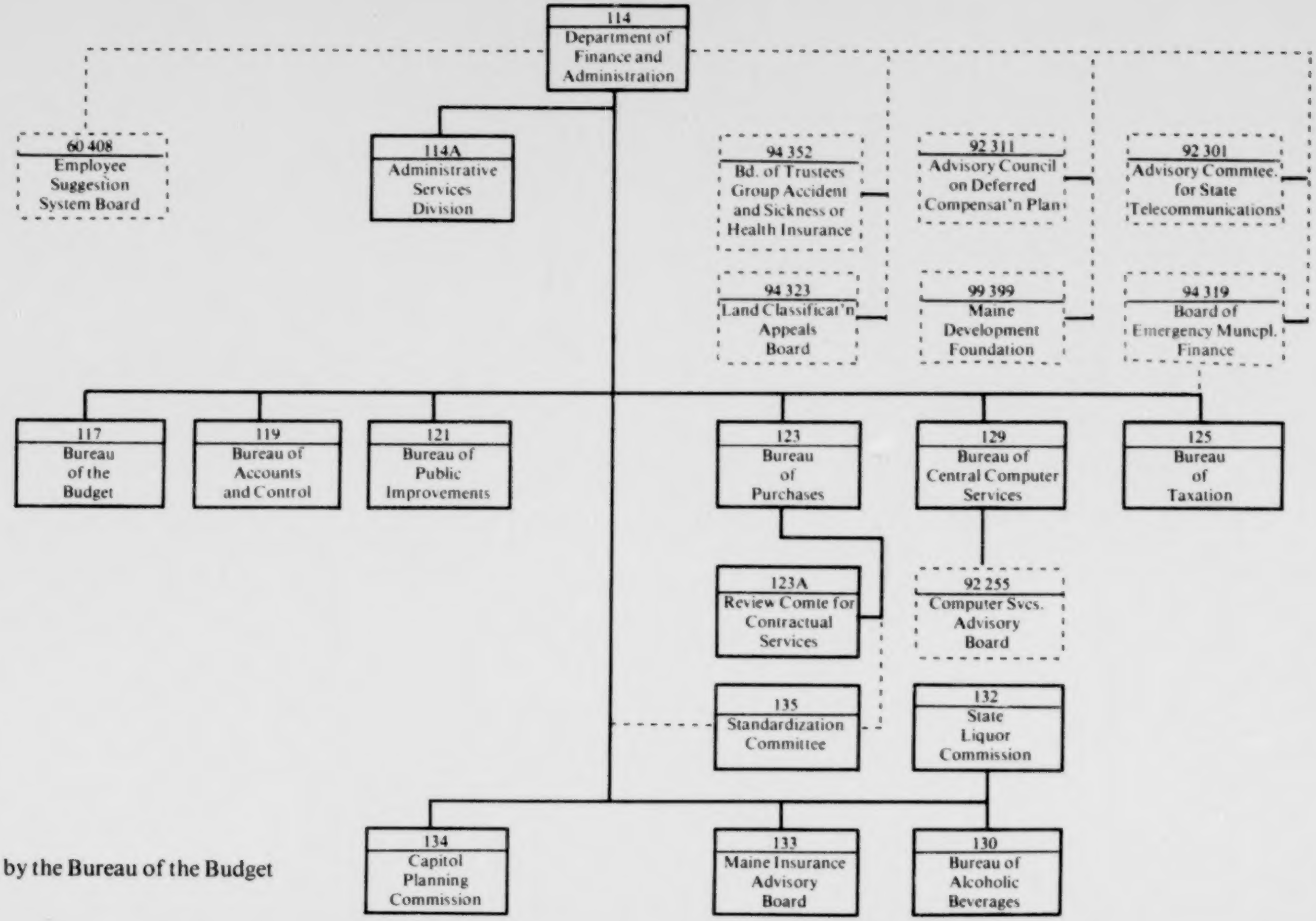
PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	122,358	116,566			5,792	
Retirement	17,467	16,829			638	
Rents	1,310	1,310				
Commodities	1,624	1,624				
Grants—Subsidies—Pensions	211,268	196,071	15,197			
Transfers to Other Funds	763				763	
Other Contractual Service	71,230	71,230				
TOTAL EXPENDITURES	426,020	403,630	15,197		7,193	

DEPARTMENT OF FINANCE AND ADMINISTRATION
UMB 08


114
Department of Finance and Administration
60 408
Employee Suggestion System Board
114A
Administrative Services Division
94 352
Bd. of Trustees Group Accident and Sickness or Health Insurance
94 323
Land Classificat'n Appeals Board
92 311
Advisory Council on Deferred Compensat'n Plan
99 399
Maine Development Foundation
92 301
Advisory Commtee. for State Telecommunications
94 319
Board of Emergency Muncpl. Finance
117
Bureau of the Budget
119
Bureau of Accounts and Control
121
Bureau of Public Improvements
123
Bureau of Purchases
129
Bureau of Central Computer Services
125
Bureau of Taxation
123A
Review Comte for Contractual Services
92 255
Computer Svcs. Advisory Board
135
Standardization Committee
132
State Liquor Commission
134
Capitol Planning Commission
133
Maine Insurance Advisory Board
130
Bureau of Alcoholic Beverages

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,643,572	6,492,386		205,472	107,398	4,838,316
Retirement	2,068,377	1,153,146		38,245	18,942	858,044
Computer Services—Comm	378,147	1,250			1,288	375,609
Computer Services—State	723,887	647,584				76,303
Rents	1,151,188	40,460			1,210	1,109,518
Commodities	2,308,796	389,906		26,000	355	1,892,535
Grants—Subsidies—Pensions	8,576,803	6,886,825	1,619,688	3,290		67,000
Buildings and Improvement	1,129,417	295,951				833,466
Equipment	35,170	34,057			819	294
Interest-Debt Retirement	73,465					73,465
Transfers to Other Funds	496,087	1,709			4,016	490,362
Other Contractual Service	4,211,200	2,328,843		177,007	8,663	1,696,687
TOTAL EXPENDITURES	32,796,109	18,272,117	1,619,688	450,014	142,691	12,311,599

BUREAU OF ACCOUNTS AND CONTROL

DONALD A. BROWN, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 60 *Legislative Count:* 66

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	759,804	759,804				
Retirement	136,995	136,995				
Computer Services—State	193,111	193,111				
Rents	240	240				
Commodities	6,192	6,192				
Grants—Subsidies—Pensions	258	258				
Equipment	1,296	1,296				
Other Contractual Service	26,966	26,966				
TOTAL EXPENDITURES	1,124,862	1,124,862				

ADMINISTRATIVE SERVICES DIVISION (FINANCE & ADMINISTRATION)

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2931
Mail Address: Statehouse Sta. #67, Augusta, Maine 04333

Established: July, 1977 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114A; *Citation:* 5 M.R.S.A., Sect. 282

Average Count—All Positions: 11 *Legislative Count:* 12

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance and Administration. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance and Administration.

The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Central Computer Services, Insurance Advisory Board, Public Improvements, Purchases and Taxation. The technical assistance and support provided includes accounting, auditing and budgetary functions for all bureaus, excluding the Bureau of Alcoholic Beverages; and departmental personnel functions for all bureaus.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance and Administration.

PROGRAM: A renewed commitment to affirmative action and equal employment opportunity activities within the Department was initiated during the past year. A Department Affirmative Action Plan was developed and published in March 1981.

PUBLICATIONS:

Affirmative Action Plan—(Free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (FINANCE AND ADMINISTRATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	153,788	153,788				
Retirement	27,494	27,494				
Computer Services—State	41	41				
Commodities	1,495	1,495				
Grants—Subsidies—Pensions	1,017	1,017				
Other Contractual Service	6,419	6,419				
TOTAL EXPENDITURES	190,254	190,254				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR
FRANK H. ROBIE, Business Manager

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 283 *Legislative Count:* 273

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation was continued and two more stores were converted during FY 81. The Bureau now operates 38 self-service outlets and the program will be continued within available funds and at suitable locations.

The 107th Legislature enacted a measure which permits the Bureau to establish agency stores. This makes it possible to have liquor sold by agents who now operate other retail stores in smaller towns where there is no state store. In some instances state stores now in smaller towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY 81 more agencies were established making the total 55.

The 109th Legislature enacted a measure permitting the Bureau to merchandise in State Liquor Stores. Within the philosophy of the control concept the Bureau is presently engaged in promoting monthly specials in an attempt to stimulate sales by passing down discounts to retail customers.

LICENSES, PERMITS, ETC.:

License:
- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only
- Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:
- Certificate of Approval for Wine, Beer
- Alcohol
- Catering
- Identification Card

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,196,962					3,196,962
Retirement	565,095					565,095
Computer Services—State	36,347					36,347
Rents	343,675					343,675
Commodities	271,382					271,382
Grants—Subsidies—Pensions	60,385					60,385
Transfers to Other Funds	158,313					158,313
Other Contractual Service	580,342					580,342
TOTAL EXPENDITURES	5,212,501					5,212,501

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	224,242	224,242				
Retirement	38,490	38,490				
Computer Services—State	38,719	38,719				
Rents	2,257	2,257				
Commodities	1,379	1,379				
Equipment	516	516				
Other Contractual Service	23,368	23,368				
TOTAL EXPENDITURES	328,971	328,971				

CAPITOL PLANNING COMMISSION

ANNE GARDINER, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capital Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. In the fall the Commission membership expanded from 7 to 9 members. Since that time, the Commission has resolved to improve the wording and intent of its rules and regulations and to seek funding to revise the Master Plan which is regarded as being out-of-date. In its report to the 110th Legislature, the Commission also called for better communication between itself, the Governor and the legislature. Currently the Commission is reviewing its rules and regulations in an effort to be more responsive to its legislative mandate.

PUBLICATIONS:

Capitol Planning Commission Report to the 108th Legislature, February 10, 1978

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 65 *Legislative Count:* 0

Organizational Units:
Computer Operations Division
Systems Software Division
Systems and Programming Division
Data Processing Training Division

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the purchase and rental of data processing equipment by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session estabished the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM: Computer Operations, Systems Software, Systems and Programming and Data Processing Training are the four major functional areas within Central Computer Services.

Computer Operations. The primary objective of Computer Operations continues to be the providing of responsive, efficient and professional service to those agencies needing computer processing, media library, data entry, auxiliary or clerical data processing services. During the past year the Human Services' Medicaid Management Information System had a significant impact on processing resources, and scheduling on the Honeywell Computer System. Considerable research was conducted on peripheral equipment and in particular disk usage to provide the Users with growth, while stalling the acquisition of older vintage hardware. Online, timesharing and batch processing has been provided effectively on a twenty-four hour, seven-day per week basis. Operations contributed considerably to the effort to develop a benchmark-testing package for the purpose of providing Central Computer Services with measurable data for equipment selection criteria, as the Bureau moves toward modernizing some equipment. In addition, Operations effectively met the demands of the newly created CMS environment on the IBM Computer System.

Computer Service Support Unit, a Section of Operations, installed a Heat Sealer Machine used to seal envelopes destined for the public, and a tape cleaner/evaluator was acquired to assist in the library management system by analyzing tapes and correcting problems before tapes are processed on the computer. Second Shift Input/Output Counter coverage and twenty-four hour Library coverage was introduced in the past period to meet the ever-growing need for services.

Systems and Programming. This unit provides, on a fee basis, systems analysis and programming services for State agencies requesting support. Approximately one-half of the efforts are directed towards maintenance activities for previously implemented systems. Among the more active systems supported are Legislature, Bill Status, Retirement Actuarial, Personnel, Alcoholic Beverages, Mental Health and Corrections and Superior Court. In the past fiscal period, the Division actually established a Maintenance Unit responsible for maintenance and enhancements of existing systems, but more importantly, charged with the responsibility of reviewing new systems for the purpose of ensuring maintainability prior to their implementation. Other efforts are directed toward development. Major development projects were underway for MOICC Occupational Information System, CETA Management System, Personnel Online, Purchases Requisition Processing and Taxation Withholding.

Systems Software. This group is responsible for the generation and maintenance of the IBM and Honeywell operating systems software, the maintenance and reporting of the Bureau's capacity measurement systems and for developing any special programming techniques. As a result of the IBM software group's implementation of the VM Operating System in FY 1980, the number of IBM System Users has doubled. Many utilize the interactive communications system supported (CMS) and the statistical analysis capability of newly installed S.A.S. Software. Work in the IBM software area continues to meet the new commitments for the installation of Legislative Statutory Retrieval Software and installation of a new IBM 4341 mainframe.

Honeywell operating systems GCOS and GRTS were upgraded during this period. Considerable research was performed in the area of Telecommunications, Database, and Honeywell provided software. This Unit designed, tested and performed in conjunction with Operations and User personnel benchmarks and performance acceptance criteria for newly acquired hardware. In this same vein, the unit is working on techniques needed for smooth implementation of the new hardware.

Data Processing Training. Although only one individual has responsibility for the Training Division on a shared-time basis, the training function has grown in terms of overall training services provided within the past year. Using as a primary delivery system, the video-assisted training method and supplemented with in-house designed and instructed courses, the Data Processing Training Division has offered effective training sessions to Maine State Government. A total of forty-five (45) separate courses were offered to 390 students representing thirty different agencies. Although the majority of courses were tailored to data processing—supervisory, management and other topics such as Equal Employment/Affirmative Action Interviewing Skills were offered as well.

The original concept of providing in-house training at minimal cost, due to the nature of the media and the ability to share instructors within government has proven to be of increased benefit to all User Agencies that participate in the training programs. An increase of 178 students over last year would indicate an ever-increasing awareness of the importance of in-house training programs to Maine State Government.

Administration. During Fiscal Year 1980-81 Central Computer Services not only continued to emphasize the provision of quality data processing service but also started a serious review of future computer needs for the State. In conjunction with the Computer Services Advisory Board the agency participated in three planning subcommittees. Those committees were: Future Needs, Distributed Data Processing and Resource Sharing. Each subcommittee consisted of representatives of various agencies and had goals that led towards a better understanding of technical needs in their specific areas. The three subcommittees have all issued preliminary reports that will be refined, reviewed, and taken advantage of during the next year.

Financially, Central Computer Services was able to continue its precedent of offering its services at rates equal to or less than previous years' rates. The only exceptions to this were in areas which were highly labor intensive such as Data Entry, Systems and Programming and Computer Printing. Central Computer Services has projected that over the next two years, computer services will continue at rates that are lower than the previous year. Our record in this area is highly impressive when you consider the effects of higher costs of paper and cards, higher computer maintenance costs and on-going increases in personal services' salaries.

Other areas in which the agency was active were the performance of cost benefit analysis of in-house computer microfilm and word processing equipment, the development of benchmarks for short-term rental replacements for some equipment, and the competitive acquisition of high speed and communications equipment.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	948,193					948,193
Retirement	168,166					168,166
Computer Services—Comm	375,609					375,609
Rents	557,877					557,877
Commodities	1,591,458					1,591,458
Interest—Debt Retirement	73,465					73,465
Transfers to Other Funds	261,178					261,178
Other Contractual Service	801,120					801,120
TOTAL EXPENDITURES	4,777,066					4,777,066

MAINE INSURANCE ADVISORY BOARD

HARRIMAN W. McKOWEN, EXECUTIVE SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Maine Insurance Advisory Board was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Board reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consists of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment expenses, as recommended by the Board and approved by the Governor, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Maine Insurance Advisory Board.

STATE PROPERTY INSURANCE

Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/80 - 7/1/81
Insured Amount: $826,000,000
Annual Premium: $187,286
Self-Retention: $500,000
Claims Paid & Incurred: $117,868.72

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: The Dunlap Agency
Term: 9/8/80 - 9/8/81
Limits: $300,000 per occurrence
Premium: $428,000
Number of Units: 3,975
Claims Reported as of 7-1-81: 319
Claims Paid as of 7-1-81: $199,883

STATE AIRCRAFT FLEET INSURANCE

Company: Insurance Company of North America
Agency: Turner Barker & Co., Inc.
Term: 8/6/80 - 8/6/81
Limits: Various — Hull & Liability
Premium: $17,989
Number of Aircraft: 18 Fixed Wing, 4 Rotorcraft = 22 Total
Claims: None.

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Co.
Agency: Dunlop Agency
Term: 7/9/80 - 7/9/81
Coverage: Employee fidelity, money and securities and food stamps
Number of Employees: 11,759
Premium: $61,062
Losses Paid & Incurred: 2 open.

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1977:	$3,452,335.91
Net Premiums Deposited:	150,194.59
Investment Income:	531,679.60
Claims Paid & Incurred:	—(233,808.42)
Balance June 30, 1980:	$3,900,401.68

Each of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Board and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; University of Maine; and Department of Educational and Cultural Services, and vocational technical schools. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INSURANCE ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,943	56,943				
Retirement	9,654	9,654				
Computer Services—State	19	19				
Commodities	807	807				
Equipment	187	187				
Other Contractual Service	294,238	182,407				111,831
TOTAL EXPENDITURES	361,848	250,017				111,831

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
PAUL COPELAND, COMMISSIONER
CHARLES MILAN III, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333

Established: 1934 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51

Average Count— All Positions: 3 *Legislative Count:* 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possesion wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commision also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

BUREAU OF PUBLIC IMPROVEMENTS

LEIGHTON COONER, DIRECTOR
ARVAH LYON, Chief, Professional Services Division
CECIL SAWTELLE, Physical Plant Superintendent

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 162 *Legislative Count:* 178

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; plus design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, a reorganization within the Department of Finance and Administration created a new Bureau of Administrative Services. This new Bureau combined all fiscal, accounting and personnel activities within the Department and removed these functions from BPI. Legislation transferring the Security forces from BPI to Public Safety was also enacted. In addition, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities.

In 1979, the Legislature charged the Bureau with rulemaking responsibilities for the procurement of Architectural & Engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of $15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Education and has been charged with complete responsibility for the Stateside part of the program. In 1981 the Legislature authorized for public referendum an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The planning and review and construction monitoring staffs serviced approximately $36 million of public projects during the past year. This has consisted of $17,000,000 of public school construction; $3,000,000 of Statewide capital and repair projects; and $5,000,000 of other projects for numerous other departments. Among projects recently proposed by the Bureau and approved by the Legislature is the State's first Regional Office Center to be developed in vacant space at the Bangor Mental Health Institute for the Bangor area.

The Division's Energy Conservation and Management Program has completed comprehensive audits on more than 850 public schools and 425 State buildings. The most cost-effective of the audit recommendations have been funded with $10 million worth of bonds for schools and $5 million worth of bonds for State buildings. Approximately 50% of the school funds and 50% of the State funds have now been applied to energy conservation and the remaining funds are being translated into projects at a rapid pace. At 1981 fuel and electrical costs, the average payback on an investment is less than 3 years and will shorten, if energy costs increase.

Property Management Division. The Superintendent of Buildings supervises nearly 200 employees who manage and care for 38 buildings with a total of nearly 1 million square feet of space. The grounds that must be continually maintained consist of more than 145 acres.

Among the buildings maintained are the Capitol, the Blaine House or Governor's Mansion, numerous office buildings of varying sizes and ages on three campuses.

Leased Space and Telecommunications. There have been a total of 141 leases handled, including 106 new or renegotiated leases for space, and 35 special training or land leases in the last fiscal year, accounting for 223,589 square feet of space (excluding garages, etc.) with a yearly dollar value of $1,068,762. Total lease expense for buildings and offices for fiscal year 1981 is $3,847,727.11.

Studies by the Governor's Management Task Force in both the lease space and telecommunications program has resulted in recommendations for an increase of management staff within the Bureau to specifically administer these two programs. Steps are being taken to implement these recommendations.

In the area of telecommunications, two specific areas have been developed to effect savings. The first steps have been taken to implement a teleconferencing network in cooperation with the Human Services Development Institute, located at the University of Southern Maine. It is expected that this system will be operational within the first quarter of the next fiscal year.

Another major undertaking is the investigation and selection of a computerized telecommunications management system. Several months of investigations lead to the selection of a long-distance control system, which offers potential savings in excess of $35,000 per month. This system will become operational in the second quarter of 1981.

It is estimated that a major telephone change costing $3 to $5 million dollars will be needed at the Capitol Complex within the next 3 to 5 years, in order to keep pace with the latest advances in telecommunications technology.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $224,493,733.23. During the year this division audited and accounted for $8,281,692.06 additions and $3,889,655.94 retirements to the Capital Equipment Accounts and Plant Reports were prepared showing additions of $5,550,318.58 and retirements of $464,664.88 to the Land, Building and Structures and Improvement Accounts. The 1981 year closed with a cost valuation for Plant and Equipment of $233,971,423.05.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,259,660	1,967,149		205,472	87,039	
Retirement	412,831	358,900		38,245	15,686	
Computer Services—Comm	1,288				1,288	
Computer Services—State	565	565				
Rents	23,021	21,811			1,210	
Commodities	374,650	348,385		26,000	265	
Grants—Subsidies—Pensions	55,300	52,010		3,290		
Buildings and Improvement	1,128,671	295,743				832,928
Equipment	23,274	22,826			154	294
Transfers to Other Funds	3,866	1,709			2,157	
Other Contractual Service	1,386,091	1,088,161		177,007	6,893	114,030
TOTAL EXPENDITURES	5,669,217	4,157,259		450,014	114,692	947,252

BUREAU OF PURCHASES

STUART SABEAN, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123; *Citation:* MRSA Title 5 Chapters 13 and 155

Average Count—All Positions: 77 *Legislative Count:* 21

Organizational Units:
Purchasing Division
Central Printing
Surplus Division—State and Federal
Materials Testing
Review Committee for Contractual Services
Central Mail Service
Central Warehouse
Central Photo Laboratory
Central Convenience Copiers
Standardization Committee
Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Central Printing; State mail service; and both State and Federal surplus programs.

The Bureau's major aim is to have its equipment modernized to the extent of giving faster and more reliable service in all areas. To do this, the Bureau is presently working with Central Computer Services to have most of the Purchasing functions available for easy access to data for good managerial control. This includes inventory control of warehouses as well as monetary figures being available quickly on request.

The Bureau of Purchases is reorganizing its service divisions to be better able to accommodate agencies with rush requests and have quality performance.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Departmental Telephone Directory (Price $1.00)

Maine State Government Salary Schedule and alphabetical listing of Class Titles and Ranges (Price: unbound $13; bound $14).

Salary Schedule (Price $5.00).

Personnel Rules (Priçe $2.00).

Personnel Bulletin 10.4 (Price 61 cents).

Leaders Guide (Price 97 cents).

Supervisor's Handbook (Price 97 cents).

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	973,903	266,175			14,567	693,161
Retirement	173,855	46,454			2,618	124,783
Computer Services—State	39,956					39,956
Rents	207,966					207,966
Commodities	32,726	2,941			90	29,695
Grants—Subsidies—Pensions	6,615					6,615
Buildings and Improvement	746	208				538
Equipment	818	153			665	
Transfers to Other Funds	71,967				1,096	70,871
Other Contractual Service	116,495	25,361			1,770	89,364
TOTAL EXPENDITURES	1,625,047	341,292			20,806	1,262,949

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

STUART SABEAN, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123A; *Citation:* 1973 Exec. Order 20

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 720 contracts and contract amendments involving a total expenditure of nearly $13,600,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through numerous work sessions and meetings with agency representatives as well as independent review by individual Committee members.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

STANDARDIZATION COMMITTEE

STUART SABEAN, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1981: 5 MRSA Sect 1814 provides that expenditures of this unit, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Incoming Watts: 1-800-452-1924
Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 211 *Legislative Count:* 211

Organizational Units:
Property Tax Division
State Tax Division
Audit Division
Operations Division
Enforcement Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau has implemented a reorganization plan which provides for a Property Tax Division, State Tax Division, Operations Division, Audit Division, and Enforcement Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

Property Tax Division. The inspection, appraisal and update of properties in the Unorganized Territory was on-going during FY 81. There is a continuous revision of property tax maps including identification of parcels, ownership changes and property splits. The Division maintained approximately 20,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm

Tax assessment on 8,000,000 acres. The computerized property tax records were updated throughout the tax year.

With regard to the organized municipalities, the Division completed field studies of the 497 cities, towns and plantations for the 1981 and 1982 State Valuation Programs using the computerized sales ratio program developed by the Division in 1976. Field staff personnel performed approximately 2,500 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 45 appraisals of large industrial/commercial complexes throughout the State.

The municipal statistics program was upgraded continuously and reports published. The five basic courses in Property Tax Assessment Administration were updated and 13 courses were presented throughout the State in 9 locations with total attendance of 200 student assessors. The Assessor's School was conducted at Bowdoin College for Maine assessors. Two hundred and ten Maine assessors enrolled in the five basic courses and review course. Certification examinations were prepared and given to 60 applicants. The Division also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques. The assistance was provided by telephone and by visitations to the municipalities by Division personnel. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made throughout the State to advise assessors and tax collectors of changes in assessment administration and to resolve local misunderstandings of property tax laws.

The Property Tax Division vigorously emphasized compliance of the minimum assessment standards during 1980 and 1981 pursuant to Title 36, M.R.S.A., section 327.

Division tax revenues for the fiscal year are as follows:

Property Tax Division

	1980-1981
Unorganized Territory	
Real Estate Tax	$ 7,554,005
Personal Property Tax	93,984
Spruce Budworm Tax	7,000,000
Interest on Tax	16,960
State-wide Real Estate Transfer Tax	983,908
Total	$15,648,857

Audit Division. The Audit Division coordinates field audits for sales, income and motor fuel taxes.

In the past fiscal year the Audit Division has consolidated five district offices into three central districts. These moves were both for economy and efficiency of operation. Audit Division, however, continues to be hampered by a shortage of personnel caused by retirements, resignations and promotions to other State agencies.

Audit statistics for fiscal year ending June 30, 1981

Sales Tax	$3,162,530
Income Tax	1,620,258
Excise Tax	202,127
	$4,984,915
In State	$3,676,905
Out of State	1,308,010
	$4,984,915

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation, along with various staff functions. These functions include legislative matters, administrative studies and Bureau communications.

The Business Services Section provides mail processing, revenue accounting and data entry services. The volume of returns processed exceeded one and one half million, while revenue was in excess of $588,000,000.

The Computer Services Section operates and controls the Bureau's computerized systems. Continued emphasis on the efficient use of computer systems has resulted in expanded and refined utilization. All the major taxes administered by the Bureau are handled through computerized systems, with the exception of inheritance taxes.

Enforcement Division. This division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Data Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1981:

	Number of Assessments	*Assessments*
Individual	6453	$1,337,698
Corporate	575	893,842
Total	7028	$2,231,540

The Compliance Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases on nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1981, Grand Jury criminal indictments have been rendered against five individuals for failure to file returns. Three of the criminal cases were successfully prosecuted and two are pending trial.

State Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1981 was $236,571,777. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $4,772,395 for the fiscal year ending June 30, 1981.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment were approximately $1,100,000 for the fiscal year ending June 30, 1981.

The 110th Legislature (First Regular Session) enacted legislation to provide for exemption for sales to incorporated nonprofit rural community health centers engaged in the delivery of comprehensive primary health care.

Inheritance Tax Section: Revenue for the fiscal year ending June 30, 1981 totaled $14,238,705. The 110th Legislature enacted legislation which phases in, over a five-year period, the Maine Estate Tax which is designed to pick up the credit allowed for death taxes on the Federal Estate Tax Return. When fully effective, July 1, 1986, this change will free from tax burden approximately 90% of Maine estates.

During the five-year phase in, the inheritance tax will be computed as it has been in the past with the tax being, in effect, discounted in accordance with the following schedule:

Death Occurring	Discount
FY 81-82	15%
FY 82-83	25%
FY 83-84	35%
FY 84-85	45%
FY 85-86	55%

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1981 were: Gasoline, Use Fuel and Motor Carrier Taxes—$48,048,953. Business, Special Industry and Cigarette Taxes—$57,889,030 and Aeronautical Gas Tax—$473,815.

Income Tax Section: Net assessment corporate income tax for the fiscal year ending June 30, 1981 was $39,919,474. Net assessments for the individual income tax for same period was $176,565,921.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and the certification program for the Elderly Low Cost Drug Program. The certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 19,787 elderly low cost drug cards being issued for the year ending June 30, 1981. The following number of refunds were processed under the Elderly Householders Tax and Rent Refund Program:

Year Ending June 30:	1979	1980	1981
Number of applications filed	26,810	30,533	26,940
Number of applications approved	24,711	25,637	24,375
Total refunds	$5,870,373.00	$5,478,176.00	$6,094,302.00
Average refund	$ 237.56	$ 213.68	$ 250.59

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Use Fuel:
  Use Fuel Tax License—Permanent.
  Use Fuel Dealers License—Permanent.
Gasoline:
  Distributors Certificate—Permanent.
  Exporters Certificate—Permanent.
  Importers Certificate—Permanent.
Lubrication Oils:
  Distributors Certificate—Permanent.
Cigarettes:
  Distributors Annual Cigarette License.
  Wholesale Dealers Annual Cigarette License.
  Nonresident Distributors Annual Cigarette Licenses.
Sales and Use Tax Registration.
Certified Maine Assessor Certificate
Certified Assessment Technician Certificate

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,947,719	2,947,719				
Retirement	518,330	518,330				
Computer Services—Comm	1,250	1,250				
Computer Services—State	415,129	415,129				
Rents	14,842	14,842				
Commodities	27,083	27,083				
Grants—Subsidies—Pensions	8,241,960	6,637,469	1,604,491			
Equipment	9,079	9,079				
Other Contractual Service	904,931	904,931				
TOTAL EXPENDITURES	13,080,323	11,475,832	1,604,491			

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 81 included the annual Commission meeting at Greenville, Maine, and the annual training session at Lebanon, New Hampshire. The theme of this session was "Organization With Emphasis on Plans & Line Functions.

A training session and meeting was conducted at Portsmouth, New Hampshire by the Equipment Committee on the subject of Pump Mechanics. A school on Fire Investigation was conducted at Concord, New Hampshire.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $3,527 in FY 81 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREMEN

FRANCIS E. RODERICK, CONSULTANT

Central Office: Education Bldg., Augusta *Telephone:* 289-3367
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1959 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 92; *Unit:* 326; *Citation:* 20 M.R.S.A., Sect. 2552

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firemen's Training Program is to consult and advise him in carrying out the administration of section 2551.

ORGANIZATION: The committee consists of 13 members appointed by the Commissioner as follows: One municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

PROGRAM: One meeting was held on September 30, 1980. Discussion by the committee centered around budget monies for training resources such as: audio-visual equipment, films, slides and tapes. Other business conducted included a review of the annual report, part-time instructors, Fire Service Training program and non-training activities.

PUBLICATIONS:

1. Legal Research of Maine's Fire Protection Laws—Free.
2. Automotive Fire Apparatus Procurement Guide—Free.
3. Fire Ground Hydraulics (Basic)—Free.
4. Fire Ground Hydraulics (Advanced)—Free.
5. Maine's Fire Chiefs Directory—Free.
6. A Five Year Plan for Statewide Fire Service Education and Training for the State of Maine—1980—Free

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $214.18 in FY 81 and are, by administrative decision included with those of the Department of Educational and Cultural Services, Bureau of Vocational Education.

GROUND WATER PROTECTION COMMISSION

IKE GOODWIN, WALTER ANDERSON, CO-CHAIRMEN
CRAIG TEN BROECK, Executive Secretary to the Maine Land and Water Resources Council, Staff

Central Office: AMHI—Ray Building *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established
Terminated: January, 1981

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 418; *Citation:* P&SL 1979 Chap. 43

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Legislature during its 109th session in 1979 passed An Act to Create a Ground Water Protection Commission to Review the Laws Dealing with Ground Water. The Act charged the Commission with the following duties:

Ground water contamination. Identify recent documented cases of significant ground water contamination, and where possible, determine the sources of the contamination;

Information gathering and analysis. Review the existing organization for the collection and analysis of ground water information and evaluate its adequacy;

Existing regulations. Review the existing federal, state, and local regulations protecting ground water; and

Other studies and evaluation. Make any other studies and evaluations necessary to fully assess existing laws and information relating to ground water conservation and protection.

The Act required that the Commission present its findings with suggested legislation to the 110th Legislature.

ORGANIZATION: The membership of the Commission was appointed according to provisions in the Act. The Commission membership was as follows:

Ike Goodwin, Co-Chairman	Well Driller
Walter Anderson, Co-Chairman	State Geologist
Kenneth Arndt	Regional Planning Representative
John Attig	Public Member
Gerald Bates	Department of Human Services
Daniel Boxer, Esq.	Industry Representative
Peleg Bradford	Water Utility Association
Edward E. Chase	Industry Representative
Thomas R. Downing, Esq.	Public Member
Frederick Greene, Esq.	Public Member
Robert M. Healy	Municipal Representative
Senator James A. McBreairty	Energy and Natural Resources Committee
Alan Prysunka	Department of Environmental Protection
Dr. Roland A. Strucktemeyer	Public Member
Senator Barbara Trafton	Judiciary Committee

PROGRAM: The Commission first met in November of 1979 and held its last meeting in January, 1981, meeting twelve times in all. The Commission formed three subcommittees from among its membership to explore ground water quality, quantity, and management related problems. Copies of the Commission minutes of these meetings and the subcommittee reports are available upon request from the Land and Water Resources Council, Maine State Planning Office.

The Commission transmitted its report, "Recommendations of the Ground Water Protection Commission", to the Legislature in January 1981. A major recommendation of the Commission that the Site Location of Development Act be amended to protect ground water aquifers was subsequently passed by the Legislature and signed into law by the governor.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GROUND WATER PROTECTION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Commodities	23	23				
Other Contractual Service	1,814	1,814				
TOTAL EXPENDITURES	1,837	1,837				

MAINE GUARANTEE AUTHORITY

WILLIAM B. MANHEIMER, CHAIRMAN
PHILIP G. CLIFFORD, 2nd, Manager

Central Office: 83 Western Ave., Augusta; *Floor:* 2 *Telephone:* 289-3095
Mail Address: Statehouse Sta. #94, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 332; *Citation:* 10 M.R.S.A., Sect. 751
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Guarantee Authority was established to promote and encourage the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine. The Authority administers four financial assistance programs designed to accomplish this purpose. These are: (1) The Maine Guarantee Authority Act, a mortgage insurance program which permits percentage guarantees of first mortgage loans; (2) the Community Industrial Building Program, a loan program to assist municipalities in the construction of community industrial buildings in planned industrial parks within the State; (3) the Municipal Securities Approval Act, a program which permits municipalities to issue industrial development bonds; and (4) the Maine Guarantee Authority Revenue Obligation Securities Act, a program which permits the issuance of industrial development bonds by the Authority.

ORGANIZATION: The Maine Guarantee Authority is a body corporate and politic and a public agency and instrumentality of the State of Maine. It consists of ten members. These members are: The Director of the State Development Office, the Treasurer of the State and eight members at-large appointed by the Governor subject to review by the Joint Standing Committee on State Government and confirmation by the Legislature. Each member-at-large serves for a term of four years. A manager is appointed by the Authority to direct and supervise its administrative and technical activities. The Authority is a self-supporting agency that receives its operating funds from mortgage insurance fees and service and application fees. It is not supported by legislative appropriations.

PROGRAM: The statutes governing the programs administered by the Authority were combined and recodified into a single chapter of the Maine Statutes, 10 M.R.S.A. Chapter 110, which will be effective October 1, 1981.

Six new projects were approved for insurance. Three of these projects involved conventional loans and three involved industrial development bonds. The conventional loan projects were insurance of two fishing vessel loans, the first time the Authority has ever insured this type of loan, and a sawmill in Eustis, Stratton Lumber Company. The three development bond projects were Spencer Press of Maine, Inc., a printing plant in Wells; Howell Laboratories, Inc. in Bridgton, a manufacturer of high purity air dehydrators, water recirculation systems and industrial cooling equipment; and W.E. Cloutier & Co., Inc. of Lewiston, a concrete manufacturer.

Four projects for which the Authority had insured loans—Boulette Lumber Company, Inc. in Greenville; Joseph Herman Shoe Company, Inc. in Scarborough; Port Harbor Marine Inc., South Portland; and The Cliff House and Motel, Inc., York, either paid off the loan insured by the Authority or refinanced their operations so that insurance was no longer needed.

The Chapter XI bankruptcy cases of Bonnar-Vawter Incorporated in Rockland, Cyr Bros. Meat Packing, Inc., Caribou and Triple A Sugar Corporation, Easton, were settled. The Authority has no further involvement in the latter two but holds a mortgage note relating to the purchase by a new owner of the land and buildings of Bonnar-Vawter, Incorporated. Three additional companies, Saco Tanning Corporation in Saco, Viner Brothers, Inc. in Bangor, and Wyandotte Industries of Waterville filed Chapter XI bankruptices. The Saco and Viner bankruptcies were settled. The Authority acquired the assets of Saco and has leased them to a new company, NKL Tanning. Wolverine World Wide purchased Viner Brothers and the Authority continues to insure the mortgage. The Wyandotte proceeding is still pending.

Under the Community Industrial Building Program, Fort Fairfield, Lewiston/Auburn and Pittsfield were awarded grants to construct buildings. Also an additional $300,000 was added to the fund by the 110th Legislature which will make assistance to more communities possible.

Activity under the Municipal Securities Approval Act continued to be high. Twenty-six issues whose total value was in excess of $44,000,000 were approved. These issues involved fifteen communities and provided over 1300 jobs.

Under the Maine Guarantee Authority Revenue Obligations Security Act, activity was also high although only two new issues were approved, Howell Laboratories, Inc. in Bridgton and W.E. Cloutier & Co., Inc. in Lewiston. The guidelines and details of the Umbrella Bond Program were put in final form and the program implemented in May of this year.

INDUSTRIAL GUARANTEES

Name	Location	Effective Date	Guarantee Percentage	Maximum Guarantee Amount	June 30, 1981 Balance
A.C. Lawrence Leather Co., Inc.	South Paris	3/ 5/76	90%	$ 675,000	$ 542,544.43
Andrews Enterprises /Oxford Homes, Inc.	Kennebunk	9/16/74	90%	405,000	347,610.93
Congress Sportswear Company, Inc.	Bath	1/29/65	100%	303,040	78,190.03
Edwards Mfg. Co., Inc.	Augusta	2/ 9/79	94.74%	1,800,000	366,247.95
First Hartford Realty Corporation	Waterville	12/15/72	100%	4,150,000	2,584,422.72
First Hartford Realty Corporation	Waterville	10/25/74	90%	450,000	363,182.71
General Electric	Auburn	1/ 2/63	100%	460,000	209,656.50
Hallowell Shoe Company	Augusta	6/30/66	100%	680,000	227,317.02
Hancock-Ellsworth Tanners, Inc.	Hancock	10/ 4/61	100%	682,422	10,192.87
*Howell Laboratories, Inc.	Bridgton	4/ 8/81	85%	408,000	408,000.00
Hunt Company, Inc.	Wiscasset	1/ 2/81	90%	180,000	168,757.40
Lewiston Shoe Machinery Co., Inc.	Lisbon	12/30/76	80%	226,800	174,705.55
Lynn-Flex Industries, Inc.	Saco	10/ 1/62	100%	588,000	58,502.59
McCain Foods, Inc.	Easton	8/ 1/61	100%	2,368,800	33,126.86
McCain Foods, Inc.	Washburn	3/31/77	75%	1,534,500	1,396,093.42
Paris Manufacturing Corporation	South Paris	9/14/78	90%	900,000	855,039.88
*Spencer Press of Maine, Inc.	Wells	6/14/81	95%	7,000,000	7,000,000.00
Viner Brothers, Inc.	Bangor	7/11/75	90%	832,500	488,453.79
Volk Packaging Corporation	Biddeford	8/ 1/68	100%	288,000	117,445.29
W. H. Nichols Company	Portland	1/ 2/76	90%	1,350,000	1,261,348.28
Wendall W. Shaw	Fort Fairfield	10/10/68	100%	79,150	9,659.44
Sub-Total					$16,700,497.66

RECREATIONAL GUARANTEES

Name	Location	Effective Date	Guarantee Percentage	Maximum Guarantee Amount	June 30, 1981 Balance
Friendship Motor Inn	Old Orchard Beach	5/15/70	100%	500,000	324,713.68
Hyde School Tennis Court	Bath	11/ 1/69	100%	270,000	158,625.23
Indoor Tennis	Bangor	10/ 1/69	100%	157,500	121,152.93
Katahdin Shadows KOA	Millinocket	12/31/73	100%	145,000	74,916.86
Kimball Terrace Motor Inn	Northeast Harbor	9/29/71	100%	473,000	249,654.73
Landmark Motor Inn	Pittsfield	10/ 1/70	100%	155,000	105,518.16
Nautilus Motel & Restaurant	Kennebunk	8/15/67	100%	182,899	82,300.07
Pierce's Marine Service, Incorporated	Boothbay Harbor	11/27/68	100%	125,000	31,324.67
Sebago Marine, Inc.	East Sebago	9/17/68	100%	67,000	34,886.30
Sugarloaf Mountain Corporation	Kingfield	12/11/75	100%	2,533,102	2,152,286.07
The Waverly Motel	Old Orchard Beach	2/ 5/69	100%	225,000	108,420.34
Sub-Total:					$ 3,443,799.04

COMMITMENTS

Conventional Loans	Location	Approval Date	Guarantee Percentage	Commitment	
Stratton Lumber, Inc.	Eustis	9/16/80	90%	990,000.00	
Willis Sargent	Bernard	12/16/81	80%	136,000.00	
Reginald Thompson	Deer Isle	12/16/81	50%	82,500.00	
Umbrella Program					
W.E. Cloutier & Co., Inc.	Lewiston	9/16/80	95%	650,000.00	
Subtotal					$ 1,858,500.00
Total Insured Projects and Commitments					$22,002,796.70
Bonds Outstanding—Recreational			2,482,620		
Industrial			6,518,972		9,001,592.00
Available for New Projects					18,995,611.30
					$50,000,000.00

*Guaranteed Industrial Revenue Bonds

MUNICIPAL SECURITIES APPROVALS
July 1, 1980 to June 30, 1981

Municipality	Tenant	Amount Approved	Date of Approval	Bond Purchaser	Amount Interest Rate
Auburn	Eastern Fire Protection Company, Inc.	$ 500,000	04/81	Northeast Bank of Lewiston	floating
Bangor	ANZAC Division of Adams Russell Co., Inc.	510,000	01/81	Northeast Bank & Trust	floating
Bangor	G. H. Bass & Company	1,000,000	06/81	Lehman Brothers Kuhn Loeb	13%
Belfast	Truitt Brothers Incorporated	750,000	06/81	Merrill Trust Company	floating
Biddeford	Biddeford Textile Company (Sunbeam)	5,000,000	03/81	J. C. Bradford & Company	12%
Biddeford	West Point Pepperell, Inc.	2,500,000	07/80	Frazier Lanier Company	floating
Clinton	Reed National Corp.	850,000	09/80	Depositors Trust Company	floating
Fort Fairfield	Bio Energy of Fort Fairfield Associates	2,900,000	05/81	United States Trust Company	
Fort Fairfield	Interstate Food Processing Corporation	2,700,000	06/81	First Security Bank of Idaho	12%
Jay	International Paper Company	4,500,000	05/81	Kidder, Peabody & Co., Inc.	12%
Lewiston	Maine Auto Radiator Manufacturing Co.	350,000	07/80	Depositors Trust Company	floating
Portland	Barber Foods	285,000	06/81	Depositors Trust Company	floating
Portland	Fore River Warehousing & Storage Co. Inc.	1,375,000	05/81	Casco Bank & Trust Company	floating
Portland	Sturbridge Yankee Workshop, Inc.	1,750,000	10/80	Casco Bank & Trust Company	floating
Portland	Ventrex Laboratories, Inc.	1,600,000	01/81	Casco Bank and Trust Company	floating
Rumford	Oxford Paper Company	1,500,000	09/80	Lazard Freres & Co.	floating
Sanford	Computervision	5,000,000	10/80	Casco Bank & Trust Company	floating
South Portland	Ginn, Herbert & Adah	750,000	10/80	Casco Bank & Trust Company	
Westbrook	Maine Surgical Supply Co.	900,000	11/80	Casco Bank & Trust Company	floating
Westbrook	Scott Paper Company	1,000,000	09/80	Fidelity Bank	9⅞%
Westbrook	Union Air Conditioning, Inc.	400,000	03/81	Depositors Trust Company	floating
Westbrook	Unitrode Maine	3,000,000	10/80	Casco Bank & Trust Company	floating
Westbrook	Weyerhaeuser Company	1,000,000	08/80	Essex Company	8%
Winslow	Mid State Machine Products	1,500,000	05/81	Canal Bank	floating
Winslow	Scott Paper Company	2,800,000	09/80	Blyth, Eastman, Paine Webber	9⅞%
Yarmouth	Downeast Crafts, Inc.	338,000	04/81	G. O. E. Realty Trust	floating

FINANCIAL SUMMARY
July 1, 1980 to June 30, 1981

Industrial Building Mortgage Insurance Fund		
Balance Available 7/1/80	$ 217,216.77	
Receipts	1,350,823.99	
	$1,568,040.76	
Disbursements	2,358,885.77	
		$ (790,845.01)
Recreational Project Mortgage Insurance Fund		
Balance Available 7/1/80	$ 633,276.95	
Receipts	343,360.67	
	$ 976,637.62	
Disbursements	96,814.07	
		879,823.55
Municipal Securities Act		
Balance Available 7/1/80	$ 98,471.61	
Receipts	69,432.08	
	$ 167,903.69	
Disbursements	40,277.05	
		127,626.64
Community Industrial Building Fund		
Balance Available 7/1/80	$ 514,848.29	
Receipts	68,562.59	
	$ 583,410.88	
Disbursements	104,954.13	
		478,456.75
Revenue Bonds		
Balance Available 7/1/80	(18.06)	
Receipts	59,446.00	
	$ 59,427.94	
Disbursements	64,258.11	
		(4,830.17)
Total Cash Balance Available June 30, 1981		$ 690,231.76

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GUARANTEE AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	93,549					93,549
Retirement	14,661					14,661
Computer Services—State	96					96
Rents	12,644					12,644
Commodities	639					639
Grants—Subsidies—Pensions	86,416					86,416
Equipment	456					456
Transfers to Other Funds	7,498					7,498
Other Contractual Service	1,680,900					1,680,900
TOTAL EXPENDITURES	1,896,859					1,896,859

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Central Office: 165 Dover Pt. Road, Dover, N.H. *Telephone:* 603-742-9432
Mail Address: 165 Dover Pt. Road, Dover, N.H. 03820

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054

Average Count—All Positions: .5 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority are secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home, or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of $1.00 per $1,000 borrowed is charged. Recent issues include $10,990,000 Colby College, Waterville (2 issues); $2,750,000 Kennebec Valley Medical Center, Augusta; $2,610,000 Maine Medical Center, Portland; $23,770,000 Mid-Maine Medical Center, Waterville; and $3,970,000 Regional Memorial Hospital, Brunswick.

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HEALTH FACILITIES COST REVIEW BOARD

DAVID P. CLUCHEY, CHAIRMAN
DAVID WIHRY, Ph.D., Vice-Chairman
ROBERT K. CLARKE, Executive Director

Central Office: 235 State Street, Augusta *Telephone:* 289-2814
Mail Address: Statehouse Sta. #102, Augusta, Maine 04333

Established: July 1978 *Sunset Termination Scheduled to Start by:* July 1, 1982

Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 202; *Citation:* 22 MRSA, Sec. 353

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The purposes of the Health Facilities Cost Review Board are to: (1) Establish a uniform system for reporting health care information; (2) Review and comment on the budget of any hospital which is not a member of a voluntary budget review organization; (3) Monitor the activities of any voluntary budget review organization; (4) Carry out studies relating to the costs of health care services; and (5) Report annually to the Legislature on the status of the costs of health care services and recommend mechanisms to control these costs.

ORGANIZATION: The board consists of 10 members appointed by the Governor, and subject to review by the Joint Standing Committee on Health and Institutional Services. They include the Commissioner of the Department of Human Services or his designee, the Superintendent of the Bureau of Insurance or his designee, one member from a list of 3 names submitted by the Maine Hospital Association, one member from a list of 3 names submitted by the Maine Health Care Association, one member who has at least 5 years experience in the field of health insurance or in the administration of a health care service plan and 5 public members. The board is authorized to employ an executive director and other staff as it deems necessary.

PROGRAM: In order to develop general goals and a work plan for achieving these goals, the Board established a Committee on Issues, Objectives and Methods composed of the members of the Board and seven other persons. The advisory committee was assisted by consultants from the Health Care Industry Group of Deloitte Haskins and Sells. Based on the recommendations of this committee, the Board established a schedule for carrying out the major responsibilities specified in the Health Facilities Information Disclosure Act.

During the past year the Board has adopted four chapters of rules required by the law. These include the following:

(1) A uniform system for reporting hospital financial and scope of service data;
(2) A uniform system of reporting hospital discharge data;
(3) Rules for the release of any hospital discharge data which may indirectly identify individual patients or health care practitioners;
(4) The establishment of the methods of and the criteria for calculating performance standards.

In addition, the Board has adopted its first performance standards for the Voluntary Budget Review Organization of Maine.

The Board presented its second Annual Report to the Legislators and the Governor. This report contained a description of the activities of the Board and the Voluntary Budget Review Organization of Maine, a summary of the costs of health care facilities and a discussion of several issues identified by the Board as requiring further study.

In response to a request from Governor Brennan, the Board has initiated a study of the system of financing hospitals in Maine. This study will include an evaluation of the present voluntary cost containment efforts by Maine hospitals and an assessment of the need for a mandatory program. The study will be completed by December 1, 1981.

LICENSES, PERMITS, ETC.:

The board is authorized to approve, set performance standards for and withdraw approval from voluntary budget review organizations. The board may also designate an organization as an independent data organization for the purpose of collecting, storing and retrieving health care information.

PUBLICATIONS:
The Board's Annual Reports for 1979 and 1980 are available upon request.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HEALTH FACILITIES COST REVIEW BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	26,497	26,497				
Retirement	4,023	4,023				
Rents	1,855	1,855				
Commodities	302	302				
Grants—Subsidies—Pensions	2,758	2,758				
Equipment	537	537				
Other Contractual Service	34,894	34,894				
TOTAL EXPENDITURES	70,866	70,866				

MAINE HISTORICAL SOCIETY

WILLIAM H. TONER, JR., DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

ORGANIZATION: The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

PROGRAM: The Maine Historical Society operates the state's largest historical and genealogical research library as well as the Wadsworth-Longfellow House. During FY 81, 13,300 people patronized the library and the Wadsworth-Longfellow House, and an additional 1,900 were provided with reference service by mail and telephone.

Library. The Maine Historical Society Library contains an imprint collection of over 60,000 volumes of state and local history, biography, family genealogy, and rare pamphlets. As the oldest manuscripts repository in Maine, the Library also contains an unsurpassed research collection of more than 1.7 million documentary items dealing with virtually every aspect of Maine history and life. The manuscript collections include original maps and surveys, early proprietary and town records, sheriffs' papers, justice dockets, and the personal papers of many of the state's most prominent citizens. In addition, the holdings also include the largest and most distinguished collection of architectural drawings available to the architectural historians of this state, as well as the engineering drawings of the Portland Company, one of the nation's earliest manufacturers of locomotives and rolling stock. The crown jewel of the manuscript collections is the John H. S. Fogg Autograph Collection. Consisting of important documents relating to American history from the earliest discoveries onward, the Fogg collection, housed in fifty-nine manuscript boxes, includes one of only thirty-six complete sets of autographs of the signers of the Declaration of Independence known to exist. Complemented by extensive collections of daguerreotypes, glass plate negatives, photographs, maps, graphics, and broadsides, the Society's overall holdings constitute the most comprehensive collection available for the serious study of Maine history.

The Society's fine museum collection of antique furniture, glassware, pewter, samplers, nautical instruments, military and naval accoutrements, and 19th century Maine paintings are made available for exhibit to other responsible institutions throughout the state.

Wadsworth-Longfellow House. The Society's primary museum activity is the operation of the Wadsworth-Longfellow House, the boyhood home of the nation's most famous poet, Henry Wadsworth Longfellow. Now a National Historic Landmark, the house was built in 1785 by General Peleg Wadsworth, the poet's maternal grandfather. The building, one of the state's leading tourist attractions, contains the original furnishings of the Wadsworth and Longfellow families, dating from the colonial to the late Victorian period. The House is open to the public from June through September.

The Society has received a $20,000 matching grant from the Maine Historic Preservation Commission and a $4,455 grant from the City of Portland's Community Development Program to assist with the second phase of the Wadsworth-Longfellow House restoration. These grants, supplemented by approximately $42,000 raised by the Society's Heritage Fund campaign, will be used to stablize the exterior of the structure and do some essential interior work as well.

Essentially the project involves: replacing the roof and electrical wiring; selectively repairing the exterior masonry; repairing downspouts and gutters; installing dehumidifiers in the basement; repairing windows and sashes. In addition, the ivy will be removed from the exterior walls, and all remaining woodwork and trim will be repainted.

Fund-raising. The Society's Maine Heritage Fund campaign, designed to raise $450,000 from private sources, is now in its second year. According to the latest auditor's report (March 31, 1981), the Society has received a total of $268,595 in cash and non-cash contributions from the private sector.

The Society's application to the National Endowment for the Humanities for a Challenge Grant of $166,666 has been approved and the Society has received $[illegible]0,000 as a first installment of the Challenge Grant. Depending on the continued availability of federal funding for the NEH and the ability of the Society to reach its overall goal, two additional awards, totaling $116,666, will be forthcoming.

The Maine Heritage Fund and NEH grant money is to be used as follows: (1) Wadsworth-Longfellow House restoration; (2) library repairs; (3) program development; (4) debt retirement; (5) art restoration; (6) strengthening of the endowment.

Lecture Series. The Society sponsored two public lecture series during FY 81. The first series dealt with Maine's architectural heritage, and the second focused upon Maine's French, Italian, and Jewish ethnic communities. A total of approximately 800 people attended the six presentations.

Acquisitions. Important acquisitions accessioned during FY 81 include: (1) a large silver tankard by James B. Butler (1713-1776) of Boston, once the property of Stephen Longfellow (1685-1764) of Newbury, Massachusetts; (2) a large charcoal portrait of Rev. Thomas Hill (1818-1891) by Charles Akers (1835?-1906); (3) approximately 700 sets of architectural drawings prepared by George S. (1851-1909) and Harry Coombs (b. 1878), both of Lewiston, including plans for seven buildings on the National Register of Historic Places; (4) approximately 500 sets of architectural drawings prepared by the firm of Beal DePeter Ward Inc. of

Portland, including plans for Fairfield's Lawrence Library, Farmington's Cutler Library, and the Rumford Mechanics Association, all National Register buildings; (5) a miscellaneous collection relating to Walter Griffin (1861-1935), a nationally recognized Maine artist, and his father, Edward Souther Griffin (1834-1928), a noted ships' carver; (6) three volumes of Bradford town records, 1823-1887, containing tax assessments, treasurer's accounts, information relating to the support of paupers and schools, plantation and town expenses, and other data; (7) records, 1824-1845, containing minutes of meetings, lists of members, baptisms, and dismissals of the First Freewill Baptist Church of New Sharon; (8) typescripts copies of the directors' records, 1846-1901, and the stockholders' records, 1846-1902, of the Portland Company, one of the nation's earliest manufacturers of locomotives and rolling stock; and (9) copies of the records, 1828-1843, of the Warren Rifle Company of Warren, Maine.

PUBLICATIONS:

The Society strives to promote interest in Maine's rich and diversified history by maintaining an active publications program, the core of which is the *Maine Historical Society Quarterly,* the only journal devoted exclusively to the publication of scholarly articles on Maine history. During the past year, the following articles were featured in the *Quarterly:* "The Cochran Fanaticism in York County," author unknown; "Our Lady of Victories," by Pamela W. Hawkes; "A Guard of Faithful Sentinels: The Know-Nothing Appeal in Maine, 1854-1855", by Allan R. Whitmore; "Percival P. Baxter: The Wilderness Concept," by John W. Hakola. Other publications of the Society include:

Allen, Neal W., Jr., ed. *Province and Court Records,* vol. 6. *The Court Records of York County, Maine, Province of Massachusetts Bay: The Records of the Court of General Sessions of the Peace, January, 1718/19—October, 1727.* 294 pp. ISBN 0-915592-03-7	cloth	$30.00
Banks, Ronald F. *Maine Becomes a State: The Movement to Separate Maine from Massachusetts, 1785-1820.* illus. 226 pp. ISBN 0-915592-08-8	paper	$ 6.95
Frost, John E., comp. *Maine Genealogy: A Bibliographical Guide.* 46 pp. ISBN 0-915592-25-8	paper	$ 4.00
Hunt, H. Draper. *The Blaine House: Home of Maine's Governors.* illus. 136 pp. ISBN 0-915592-12-6	paper	$ 5.95
Jordan, William B., Jr., comp. *Maine in the Civil War: A Bibliographical Guide.* 75 pp. ISBN 0-915592-22-3	paper	$ 4.00
Kershaw, Gordon E. *The Kennebec Proprietors, 1749-1775.* illus. 342 pp. ISBN 0-912274-49-2	paper	$ 6.95
Moody, Robert E., ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643.* 148 pp. ISBN 0-915592-30-4	Cloth	$20.00
Morris, Gerald E., and Kelly, Richard D., Jr., eds. *The Maine Bicentennial Atlas: An Historical Survey.* 104 pp. 69 plates. ISBN 0-915592-23-1	paper	$ 6.00
ISBN 0-915592-24-X	cloth	$10.00
Ray, Roger B., comp. *The Indians of Maine and the Atlantic Provinces: A Bibliographical Guide.* [87] pp. ISBN 0-915592-29-0	paper	$ 4.00
Reid, John C., *Maine, Charles II and Massachusetts.* X + 278 pp. ISBN 0-915592-28-2	cloth	$22.00

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	24,000	24,000				
TOTAL EXPENDITURES	24,000	24,000				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

ABIGAIL O. WINSTON, CHAIRMAN

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was inactive during FY 81.

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

DONALD C. LEWIS, PRESIDENT
DAVID SCARPONI, Vice-President

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 15 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: At the annual meeting in November '80, members of the Advisory Board met with the Authority's Director and the Commissioners to review the activities and general policies of the Authority. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

SHARON MITCHELL LUNNER, DIRECTOR

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 40 *Legislative Count:* 0

Organizational Units:

Executive	Administration
Development	Finance
Management	Board of Commissioners
Legal	

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

In addition, the Legislature authorized special areas in which the Authority should act. Under the terms of the Industrialized Housing Law, the Authority was given the goal of assuring performance standards for mobile and modular homes sold, delivered or installed in the State. By act of the Legislature in 1977 this responsibility was transferred to the Department of Business Regulation. Under the Mortgage Insurance Law, the Authority is charged with implementing an amendment to the Maine Constitution authorizing insurance funds for mortgages on homes owned by the Indians on the various Indian reservations in the State.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature. The 7th is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 80, it continued its position as one of the state's largest financial institutions. By year-end 1980, the Authority had assets of $278,396,627, and fund balances of $13,970,882.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1980 received from the Federal Government $12,586,382 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 25% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of fiscal 1981 the Authority had 3,463 such units occupied.

During fiscal 1981, the Authority continued its efforts to improve the housing situation in Maine through participation in HUD's Section 8 program and through the Authority's single family mortgage program and the continued operation of the Authority's Indian Mortgage Program.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "Promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1980 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Purchase Bonds—1972 Series A, 1974 Series A, 1975 Series A, 1976 Series A, 1977 Series A, 1977 Series B, 1978 Series A.., 1979 Series A.., 1980 Series I.., 1980 Series A.)

Maine State Housing Authority, Design and Construction Handbook, Management Handbook.

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1981: The Maine State Housing Authority neither received nor expended State funds during the fiscal year. For extensive financial data see the Maine State Housing Authority Annual Report which is based on the calendar year.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (INDIAN TOWNSHIP)

JEANETTE NEPTUNE, CHAIRPERSON
GEORGE STEVENS, JR., Executive Director

Central Office: Travel Off Indian Township, Princeton *Telephone:* 796-2856
Mail Address: Travel Off Indian Township, Princeton, Maine 04668
Established: September 3, 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 438; *Citation:* 22 M.R.S.A., Sect. 4733

PROGRAM: This unit did not submit an individual report.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)

FRANCIS J. NICHOLAS, CHAIRPERSON
CLAYTON CLEAVES, Executive Director

Central Office: Pleasant Point, Perry, Maine *Telephone:* 853-4603
Mail Address: Pleasant Point, Perry, Maine 04467
Established: September 3, 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 437; *Citation:* 22 M.R.S.A., Sect. 4733
Average Count-All Position: 35 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY

MATTHEW MITCHELL, CHAIRPERSON
RICHARD M. MITCHELL, Executive Director

Central Office: Riverview Dr., Indian Island, Old Town *Telephone:* 827-7147
Mail Address: P.O. 498, Old Town, Maine 04468

Established: September 3, 1965 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 436; *Citation:* 22 M.R.S.A., Sect. 4733

PROGRAM: This unit did not submit an individual report.

DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER
ROBERT McKEAGNEY, JR., JOHN D. WAKEFIELD, FRANCIS G. McGINTY
Deputy Commissioners

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 1,322 *Legislative Count:* 1,239

Organizational Units:

Public Affairs & Communications
Bureau of Administration
Bureau of Health
Bureau of Rehabilitation
Bureau of Social Welfare
Bureau of Resource Development
Bureau of Health Planning and Development
Maine Human Services Council
Bureau of Maine's Elderly
Advisory Board for Licensure of Ambulance Services, Vehicles & Personnel
Board of Hearing Aid Fitters & Dealers
Office of Dental Health
Maine Dental Health Council
State Government Drug Abuse Coordinating Committee
Maine Council on Alcohol & Drug Abuse Prevention and Treatment
Bureau of Medical Services

PURPOSE: To protect and preserve the health and welfare of Maine citizens through planning, authorization, administration, and audit of programs established by law and/or administrative fiat and assigned to the Department

This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

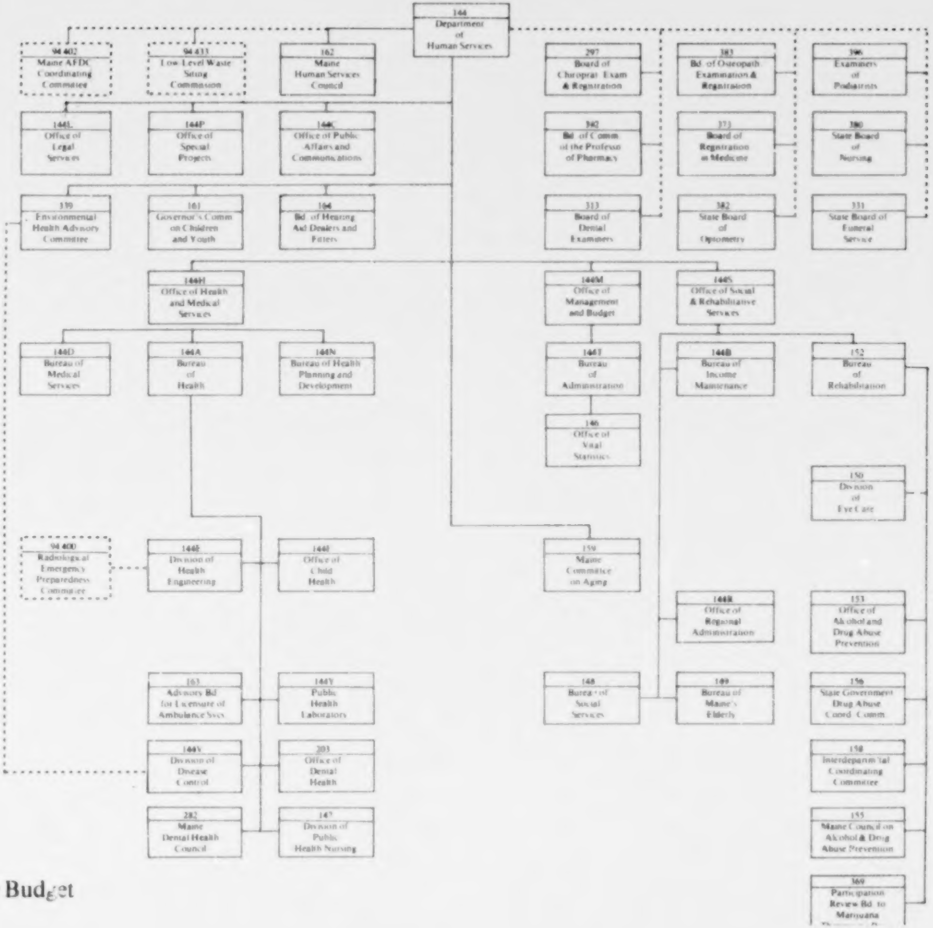
ORGANIZATION: The Department of Health and Welfare orginated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department orginated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of public charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commisssioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Bureau of Administration was formed, which today includes among other organizational units the Division of Research and Vital Records, successor to the orginal Registrar of Vital Statistics dating back to 1891. In 1939, the Bureau of Intitutional Service was separated from the Department to become the Department of Institutional Service, forerunner of the present Department of Mental Health and Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now three deputy commissioner level offices, eight bureaus as well as five regional offices, each having at least two field offices. In addition the Commissioner has assigned to his office a Legal Services division, an Office of Public Affairs and Communications and an Office of Special Projects.

One deputy is in charge of the Office of Health and Medical Services, a unit that administers the Emergency Medical Services program, the Office of Dental Health plus the

DEPARTMENT OF HUMAN SERVICES
UMB 10


144
Department of Human Services
94 402
Maine AFDC Coordinating Committee
94 433
Low Level Waste Siting Commission
162
Maine Human Services Council
144L
Office of Legal Services
144P
Office of Special Projects
144K
Office of Public Affairs and Communications
339
Environmental Health Advisory Committee
161
Governor's Comm on Children and Youth
164
Bd. of Hearing Aid Dealers and Fitters
297
Board of Chiroprat. Exam & Registration
342
Bd. of Comm of the Professn of Pharmacy
313
Board of Dental Examiners
383
Bd. of Osteopath Examination & Registration
373
Board of Registration in Medicine
382
State Board of Optometry
396
Examiners of Podiatrists
380
State Board of Nursing
331
State Board of Funeral Service
144H
Office of Health and Medical Services
144D
Bureau of Medical Services
144A
Bureau of Health
144N
Bureau of Health Planning and Development
94 400
Radiological Emergency Preparedness Committee
144E
Division of Health Engineering
144I
Office of Child Health
163
Advisory Bd for Licensure of Ambulance Svcs
144Y
Public Health Laboratory
144V
Division of Disease Control
203
Office of Dental Health
282
Maine Dental Health Council
147
Division of Public Health Nursing
144M
Office of Management and Budget
144T
Bureau of Administration
146
Office of Vital Statistics
159
Maine Committee on Aging
148
Bureau of Social Services
144S
Office of Social & Rehabilitative Services
144B
Bureau of Income Maintenance
144R
Office of Regional Administration
149
Bureau of Maine's Elderly
152
Bureau of Rehabilitation
150
Division of Eye Care
153
Office of Alcohol and Drug Abuse Prevention
156
State Government Drug Abuse Coord. Comm
158
Interdepartm'tal Coordinating Committee
155
Maine Council on Alcohol & Drug Abuse Prevention
369
Participation Review Bd. to Marijuana

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,764,833	9,187,959	1,032,984		15,543,890	
Retirement	4,516,713	1,557,202	173,042		2,786,469	
Computer Services—Comm	7,799	6,842			957	
Computer Services—State	2,403,142	343,705	145,777		1,913,660	
Rents	1,802,086	643,673	77,407		1,081,006	
Commodities	639,973	127,933	147,934		364,106	
Grants—Subsidies—Pensions	278,111,542	93,607,807	6,694,836		177,808,899	
Buildings and Improvement	94,945	12,500	38,899		43,546	
Equipment	286,573	3,107	18,411		265,055	
Transfers to Other Funds	508,555	—239	57,881		459,913	
Other Contractual Service	8,177,383	2,402,682	1,360,100		4,414,601	
TOTAL EXPENDITURES	322,313,544	107,893,171	9,747,271		204,673,102	

Bureaus of Health, Medical Services and Health Planning & Development. Another deputy administers the Office of Social and Rehabilitation Services, a unit that has direct control over the five regional office operations, the Bureau of Social Welfare and administrative charge of the Bureaus of Maine's Elderly, Resource Development and Rehabilitation.

A third deputy in charge of the Office of Management and Budget, is responsible for the Bureau of Administration that serves as the logistical support teams of the entire department.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Health and Institutional Services and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Affairs: The primary function of the Office of Legal Affairs is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Special Projects: The primary function of the Office of Special Projects is to provide staff and consultation services to the Commissioner on major social and health issues facing the department. The Special Projects Office is responsible for coordinating and managing Task Forces and study groups, plus coordinating interdepartmental committee work.

PROGRAM: The program of the Department of Human Services is accomplished through its various components:

Division of Data Processing. The Department of Human services is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

FINANCES, FISCAL YEAR 1981: The expenditures of the Chief Administrative unit are, by administrative decision, included with those of the Bureau of Administration.

BUREAU OF ADMINISTRATION

EDSON K. LABRACK, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2377
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144T; *Citation:* 22 M.R.S.A., Sect. 1

PROGRAM: This unit did not submit an individual report.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,344,306	1,076,648	11,926		1,255,732	
Retirement	407,194	180,886	1,629		224,679	
Computer Services—State	104,553	24,214	16,043		64,296	
Rents	26,848	1,885			24,963	
Commodities	111,968	3,923	1,602		106,443	
Grants—Subsidies—Pensions	2,005				2,005	
Buildings and Improvement	27,143	12,500	14,643			
Equipment	4,401		374		4,027	
Transfers to Other Funds	36,856		1,319		35,537	
Other Contractual Service	254,571	118,959	11,438		124,174	
TOTAL EXPENDITURES	3,319,845	1,419,015	58,974		1,841,856	

MAINE COMMITTEE ON AGING

JOHN B. TRUSLOW, M.D., CHAIRMAN
VIRGINIA NORMAN, Staff Director

Toll Free 1-800-452-1912
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: August 8, 1953 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108

Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services, including access to low-cost transportation.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the private and special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 187,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since 1953, the Maine Committee on Aging, in cooperation with the Bureau of Maine's Elderly, has annually sponsored the Three Quarter Century Club for Maine citizens aged 75 and over. The event is a festivity honoring the old; provides them with information about service programs, acquaints the elderly with hypertension screening and provides basic eye examinations. The 1980 Three Quarter Century Club meeting was held on August 14 at the Augusta Armory with 900 in attendance.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant ($20,000 FY 80) from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate patient complaints in these facilities (22 MRSA 5112). The statewide program follows up upon complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Bureau of Maine's Elderly, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 23 volunteer ombudsman aides statewide. During FY 1980, the Committee received five VISTA volunteers who will develop community nursing and boarding home advocacy organizations and encourage their involvement in nursing and boarding homes.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 150 complaints and participated in eight major long term care education programs.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsored a two-day Blaine House Conference on Aging in Augusta on October 7 and 8 attended by 400 elderly delegates. As a result of this conference, 44 resolutions were passed dealing with recommendations for legislative and administrative changes to benefit older people.

As a result, the following major pieces of legislation were introduced into the First Regular Session of the 110th Legislature: L.D. 1620 *An Act to Require the Department of Human Services to Provide Home Based Care as an Alternative to Nursing Home Care;* L.D. 503 *An Act to Improve the Capacity of the Nursing Home Ombudsman Program to respond to Nursing and Boarding Home Complaints;* L.D. 1639 *An Act Concerning the Protection of Incapacitated and Dependent Adults;* L.D. 1556 *An Act to Promote Greater Efficiency through Alternative Working Hours in State Government;* L.D. 709 *An Act to Increase Eligibility Levels for the Elderly Householders Tax and Rent Refund Program;* L.D. 1263 *An Act to Provide Arthritic Drugs to Low Income Elderly;* L.D. 455 *An Act to Establish Minimum Standards for Medicare Supplement Insurance Policies;* L.D. 1659 *An Act to Establish Rights for Residents of Nursing, Boarding and Foster Homes;* and L.D. 203 *An Act to Establish an Income Tax Credit for Home Based Care Expenses Provided by Families.*

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five-member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. Minutes of all meetings are on file and available to the public.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Task Forces on Aging to determine the interests and priorities for the 1980 Blaine House Conference on Aging and the 110th Legislature.

LICENSES, PERMITS, ETC.

The Committee certifies 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on patient complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)
A Consumer's Guide to Maine Nursing Homes (free)
Conference Proceedings: The 1978 Blaine House Conference on Aging (free)
Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit, amounted to $73,391.03 in FY 81 and are, by administrative decision, included with those of the Bureau of Maine's Elderly.

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

A. RUSSELL DIDSBURY, CHAIRMAN

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. There are 17 members selected from fields of education, health, law, law enforcement, manpower, medicine, science, social sciences and related areas.

Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons recovered from alcoholism, chronic intoxication, drug abuse or drug dependence. At least 3 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: The Council provided advice on an operating-under-the-influence of alcohol study and on the further implementation of the Client Oriented Treatment System. The Council also reviewed and made recommendations on the FY 81 OADAP grant-in-aid program.

FINANCES, FISCAL YEAR 1981: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MICHAEL D. FULTON, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 28 *Legislative Count:* 28

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the agency of the State of Maine designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is of alcohol and drug abuse services, training and education in the State.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by statute in 1973 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services.

PROGRAM:

Alcohol Abuse Program. OADAP continues to service the public inebriate as provided for with the passage of the Uniform Alcoholism Intoxication and Treatment Act. The treatment system established in 1974 has changed little structurally due to funding limitations. As part of the OADAP effort to upgrade the quality of treatment services to all alcoholics and problem drinkers, a study has been completed which identifies deficiences within the present treatment system and recommends corrective strategies which are being effected as funding becomes available.

Funding sources for alcoholism activities in the State of Maine still include federal formula funds and Title XX of the Social Security Act. State funding provides matching support for a large portion of the federal money, in addition to being utilized for a limited amount of treatment services. If the program is to be expanded in order to more effectively deal with the problems that are associated with alcohol use in Maine, then funding at both the state and federal levels will have to be increased. Other sources for supporting alcoholism treatment services in Maine include local community, hospital, and health insurance programs, private sector business, and citizen group support. The future role of these sources will of necessity take on increased importance in Maine's approach to alcoholism treatment and prevention.

Drug Abuse Program. OADAP's efforts related to drug abuse treatment and prevention continue to focus primarily on youth. Treatment services include both residential and outpatient programs for drug abusers. Greater emphasis is now being placed on involving family members in the counseling process. During the past years, prevention activities have included drug education for parents, teachers, and students, and school-based counseling programs. Existing drug abuse programs are now being encouraged to explore various prevention models and determine which are most effective for Maine. All drug abuse prevention efforts will continue to be closely coordinated with alcoholism prevention efforts developed by OADAP's Prevention Coordinator.

Prevention Program. The past year has seen the development of the concept of prevention as an entity in the State of Maine. The definition of prevention activities has been developed in such a way as to have a great deal of input from many parts of the State, and can be stated as follows: "Primary prevention work in the field of alcohol and other drug abuse are those activities which lead society and individuals in the society to make responsible decisions about the use of alcohol and the other drugs. These activities are aimed at the reduction of harm which results from the use of alcohol. Primary prevention is thus involved in the process of identifying and impacting upon psychological characteristics, sociological patterns, and physical elements which increase the prevalence of harm as a result of the use of alcohol and other drugs. These activities would lead to greater knowledge of drugs, better attitudes toward drugs, and more responsible actions surrounding drugs." This definition of the parameters of the prevention program was developed while an effort to begin coordination of the many prevention activities was begun. The prevention coordinator met with many of those who are involved in drug work; developed resources (i.e. films, pamphlets, etc.); sought development of meaningful prevention projects and funding for these projects. The coordinator also worked with the media to develop general public awareness. Many of the treatment agencies in the State have been called upon to make public presentations to civic groups and women's clubs.

Monitoring and Evaluation. Information systems are maintained for monitoring both the alcohol and drug treatment programs. Each system has a program component relating to client characteristics and treatment received.

Licensing. The licensing statute was amended to include the licensing of residential drug and alcoholism treatment facilities, effective October 5, 1975. Since that time, alcoholism treatment facilities have been inspected by the Office of the Fire Marshall, the Division of Health Engineering and OADAP. Funds were expended by OADAP to bring all facilities into compliance with the fire, health and safety codes. As a result, 47 facilities were licensed or certified for a period of one year. The main areas of deficiency lay in written policies, case records, and documentation.

Driver Education and Evaluation Program (DEEP). The Driver Education and Evaluation Program was established to help reduce the number of traffic accidents involving alcohol. It is designed for individuals convicted of Operating Under the Influence (OUI).

DEEP conducts a week-long educational program designed to: a) acquaint the OUI offender with the effects of alcohol on the human body and driving performance, and; b) to explore personal drinking habits and to consider changing those habits if necessary. The educational program also includes an evaluation of each participant to determine if he is a problem drinker. Individuals found to have a drinking problem are referred to alcohol treatment programs. DEEP is a self supporting activity financed through a fee paid by participating OUI offenders. Course attendance currently exceeds 300 persons monthly.

LICENSES, PERMITS, ETC.

- License
  - Substance Abuse treatment facilities
- Certificate of Approval
  - Outpatient Substance Abuse treatment facilities

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	396,112	146,336	90,987		158,789	
Retirement	68,732	24,504	16,427		27,801	
Computer Services—Comm	7,516	6,842			674	
Computer Services—State	81				81	
Rents	40,518	14,686	6,602		19,230	
Commodities	13,859	540	7,253		6,066	
Grants—Subsidies—Pensions	1,374,923	1,130,470			244,453	
Equipment	523		409		114	
Transfers to Other Funds	5,026		978		4,048	
Other Contractual Service	722,338	123,315	69,687		529,336	
TOTAL EXPENDITURES	2,629,628	1,446,693	192,343		990,592	

ADVISORY BOARD FOR LICENSURE OF AMBULANCE SERVICES

ROBERT F. TREDWELL, DIRECTOR
FARNHAM FOLSOM, Licensing Agent

Central Office: 295 Water St., Room 31, Augusta *Telephone:* 289-3953
Mail Address: 295 Water St., Room 31, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 73

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of this Board is to review and formulate recommendations to the Commissioner as to regulations and policies governing the licensing of ambulance services, vehicles and personnel.

ORGANIZATION: This Board has seventeen members and the staff of the Office of Emergency Medical Services.

PROGRAM: The Advisory Board for Licensure of Ambulance Services meets, at a minimum, four times a year to discuss and determine the need for changing the ambulance regulations or laws. It also advises on the licensure of new services. During the year, the Board completed work on a major revision of the ambulance regulations. In June, it held ten public hearings (in Portland, Rockland, Auburn, Farmington, Augusta, Waterville, Bangor, Machias, Houlton, and Caribou) on the draft it had prepared. Major changes in the regulations include a complete change of format; licensing of non-transporting services; licensing of some persons who do not work for ambulance services; and increase in fees. At the time of writing, the Board had yet to meet to consider the results of those hearings.

PUBLICATIONS:

Annual Report, free.
Ambulance Regulations, free

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1000 in FY 81 and are, by administrative decision, included with those of the Bureau of Health.

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH

For information contact: (Office of) Governor

Central Office: Statehouse, Augusta *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 1975 P&SL Chap. 90

PROGRAM: This unit did not submit a report, or was inactive during FY 81.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

G. ROY SLOCUM, D.C., PRESIDENT
PAUL BASKO, D.C., Secretary

Central Office: 51 Main St., Springvale *Telephone:* 324-6010
Mail Address: 51 Main Street, Springvale, Maine 04083
Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 81, 30 persons took the Board of Chiropractic Examination; 14 passed and were licensed. No licenses were awarded by reciprocity. One application was rejected for insufficient educational credits. Five Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; one for the purpose of reorganizing and reappointing a member to the Board after the death of the President; two educational seminars sponsored by the Board were held on Sept. 25-26 in Portland, Maine, and April 9-10, Bangor, Maine.

The chairman attended seminars conducted by the Federation of Chiropractic Licensing Boards in Reno, Nevada in November, 1980 for purpose of improving our examining procedures.

LICENSES, PERMITS, ETC.:
License:
To practice chiropractic in Maine

PUBLICATIONS:
"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,225		1,225			
Commodities	121		121			
Transfers to Other Funds	395		395			
Other Contractual Service	5,962		5,962			
TOTAL EXPENDITURES	7,703		7,703			

MAINE DENTAL HEALTH COUNCIL

DAVID C. BITTENBENDER, CHAIRPERSON
CHARLES E. TERRIO, D.M.D., Vice-chairperson

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the commisioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal 1981. The Dental Health Program Plan, adopted by the State Health Coordinating Committee as part of the State Health Plan, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the Mini Grants Program administered by the Office. Mini Grants were awarded by the Council for the following projects: Dental Health Education Slide/Tape Program, Bangor; East Grand Health Center Project, Danforth; Nutritional Cold Lunch Program, Madison; Prekindergarten Registration Program, Norway; Aids to Predicting Fluoridation, Orono; Dental Health Education Program, Richmond; Project PRIDE, Smyrna Mills.

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation and school dental health education. The Council completed a major Dental Needs Study in 1981. Recommendations to improve the dental health of Maine citizens were submitted by the Commissioner of Human Services on behalf of the Council to members of the Maine State Legislature.

PUBLICATIONS: Maine Dental Health Plan; Dental Needs Study Report

FINANCES, FISCAL YEAR 1981: 22 MRSA Sect 2098 provides that expenditures of this unit, which amounted to $2,934.05 in FY 81, shall be borne by the Office of Dental Health, and are, therefore, included in the display of the Bureau of Health.

BOARD OF DENTAL EXAMINERS

WALTER HIGGINS, JR., D.M.D., PRESIDENT
MR. PHILIP K. HARGESHEIMER, VICE-PRESIDENT
WALTER W. CRITES, D.M.D., Secretary-Treasurer

Central Office: Stony Ridge, Auburn *Telephone:* 782-8859
Mail Address: 100 Stony Ridge, Auburn, Maine 04210
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: As in the previous years, the 1980-1981 year proved to be a busy one for the Board of Examiners. The board continued to meet monthly with lengthy agendas which included advertising, interviews for licensure, the Dental Practice Act, and complaints from consumers and other dentists.

Complaints relative to advertising and unprofessional or unskillful professional conduct comprised about half of the Board's time and efforts. Most of the remaining efforts were spent in rewriting the Dental Practice Act for presentation to the Legislature. The Board hopes, by the recommended changes, to better protect the public of this State and to expedite the decisions reached in disciplinary matters. The fiscal condition of the Board should be improved if the recommendations to the Legislature are enacted.

This fiscal year the Board has licensed 71 new dentists, 53 dental hygienists, and no denture technologists. Presently there are 927 dentists registered and 648 dental hygienists registered in this state.

Action is presently underway in the Administrative Court re the licenses of two dentists. The complaints are presented to the Courts upon the recommendation of the Board, by the department of the Attorney General.

LICENSES, PERMITS, ETC.:

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists

PUBLICATIONS:

Directory—Dentists & Dental Hygienists. Fee $5.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,500		2,500			
Rents	400		400			
Commodities	186		186			
Transfers to Other Funds	323		323			
Other Contractual Service	15,816		15,816			
TOTAL EXPENDITURES	19,225		19,225			

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 3 *Legislative Count:* 0

Organizational Units:
Medicaid Advisory Committee (Dental)

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The directer serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1981, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1980, served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was substantially expanded during 1981. A State legislative appropriation provided funds for dental health education materials to over 32,000 Maine children in 183 schools across the State. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health. Mini Grants were awarded to applicants in Bangor, Danforth, Madison, Norway, Orono, Richmond, and Smyrna Mills.

The Office continued to administer a Statewide community and rural School Fluoridation Program funded by a grant from the Centers for Disease Control. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand the School Dental Health Education and Fluoridation Programs. Preschool dental education and adult dental education projects will be expanded during the upcoming year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council, the Medicaid Advisory Committee, and the Orthodontic Advisory Committee have assisted Office efforts over the past year.

PUBLICATIONS:

Maine Dental Health Curriculum (Not available for sale)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $80,361.19 in FY 81 and are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

KATHLEEN GENSHEIMER, M.D., ACTING DIRECTOR
GREG BOGDAN, Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3895
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early treatment or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, more attention is being given to control or emelioration of chronic diseases (such as diabetes, hypertension, etc.) and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Environmental Health Unit, recently created through State law, lies within this Division.

PROGRAM:

Epidemiology Service. The Service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form, and with the investigation of possible links between chronic diseases and environmental contaminants. The Service staff works with all the programs in the Division of Disease Control, the staffs of the Divisions of Public Health Nursing, Health Engineering and the Public Health Laboratory, as well as with city health departments and local health officers.

FY 81 saw an increase in activities related to the prevention of outbreaks of infectious diseases caused by breakdown in sanitation, and the initiation of studies of potential health effects of environmental contamination, in cooperation with the Division of Health Engineering.

Immunization Program. Seven acute communicable diseases of childhood were addressed by the Program in 1981: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 81, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medical sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 81: epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 81 was approximately $160,000.

During FY 80, the program staff expected to accomplish the following operating objectives: (1) assure that 100 percent of all Maine schools respond to the school enterers survey; and that 100 percent of day care facilities respond to a survey of day care enrollees; (2) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours, to suspected polio, diphtheria and measles cases, and initiate containment procedures; (3) initiate an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; (4) assure that community-based volunteers are available to increase community participation and interest in immunization; (5) conduct, by May 1, 1980, an immunization survey of two-year-old children to determine state-wide immunization levels and evaluate Program's impact on the pre-school population.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing, school nurses, local health departments, and town nursing services. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing all tuberculosis patients, contacts, and persons on preventive therapy.

In FY 80, the program served 1,370 persons, including active tuberculosis cases, suspects, contacts of cases and suspects, and tuberculin reactors.

In FY 81, the program staff expected to accomplish the following objectives: (1) raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 81 included: (8) Develop and distribute Recommended Policies for Tuberculosis Control and Employee Surveillance for Public Health Nursing/Community Health Agencies; (9) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (10) informing and educating the Maine public and private health care sectors as to the recommended changes in medical management (i.e. shorter courses in drug therapy) through workshops, staff meetings and the Bureau of Health Epigram; (11) conduct close surveillance of Indo-Chinese refugees because of the high incidence of tuberculosis in this population group; (12) evaluating the school tuberculin reactor rates based on FY 81 school testing reports; (13) requesting an onsite review of Maine's TB Program by the U.S. Public Health Service; (14) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

STD (Venereal Disease) Control Program: Increasing numbers of sexually transmitted disease (venereal diseases) are being diagnosed, treated and reported in Maine. Gonorrhea is epidemic while others, such as infectious syphilis, late syphilis, nongonococcal urethritis, trichomonas, and genital herpes are cause of concern due to their ever-increasing numbers in Maine. The STD Control Program relies upon private physicians, hospitals, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

The program staff works closely with private physicians and other health care providers who demonstrate interest and request assistance in establishing venereal disease screening and treatment clinics. The program staff offers complete epidemiologic and administrative assistance to these clinics, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall venereal disease case management.

Identification of early disease and risk factors through venereal disease screening is one of the major services rendered by the program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 80 approximately 50,000 women were screened for gonorrhea by private physicians, VD clinics, hospitals, family planning clinics, and other providers. The target age group in the female gonorrhea screening program is 15-35.

During FY 80, the Program staff expected to accomplish the following objectives: (1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; (2) conduct surveillance over all public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; (3) provide darkfield examination referral services to all physicians in order to authenticate and expedite the diagnosis of early syphilis cases; (4) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infection; (5) conduct epidemiological follow-up on 100 percent of patients with gonorrhea (male and female) reported from the VD clinics located in Portland, Bangor, and Auburn, and 75 percent of infected patients reported by the private medical community in the same areas; (6) conduct a comprehensive program of reculturing infected patients (test of cure) at specific health care provider locations throughout the state in order to confirm treatment success; (7) conduct a state-wide monitoring system in all major hospitals to guarantee the initiation and completion of epidemiologic follow-up of all female patients diagnosed and reported with acute salpingitis (pelvic inflammatory disease); (8) assist all schools systems, mass media, and civic organizations in the preparation and presentation of information and education programs on the subject of venereal disease in order to raise levels of knowledge about the current epidemic; (9) conduct professional in-service training programs related to venereal disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiological knowledge among medical professionals; (10) establish a venereal disease diagnostic and treatment center in the Augusta (Kennebec County) area in order to offer VD medical services to the residents of Central Maine.

The five-year goal of the Venereal Disease Control Program is to reduce the spread of venereal disease in Maine.

Diabetes Control Project. Diabetes mellitus is a chronic disorder of metabolism resulting in excessively high blood sugar and leading to polyuria (excessive urine production). Common complications of the disease are various disorders of the vascular and nervous systems (e.g. Atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the seventh leading cause of death in Maine. If the deaths in which diabetes is a contributing factor are taken into account, diabetes is the third leading cause of death in Maine.

In FY 81, the Diabetes Control Project was directed and funded by the Department, as an extension of its own services, through Medical Care Development, Inc., with fiscal support provided under a cooperative agreement with the U.S. Public Health Service Centers for Disease Control.

An advisory committee representing relevant segments of the Maine health care community assisted the project staff in program planning and development. An additional committee has been appointed to advise and assist the Diabetes Control Project staff to develop a sound financial basis for continuing support of services rendered.

The Division of Public Health Nursing in the Bureau of Health, through its Adult Health Assessment Program, provides diabetes screening, referral and follow-up services by way of contracts with thirteen community health agencies.

During the first project year (FY 78), the project staff analyzed existing morbidity and mortality data on diabetics in Maine. The staff documented the major problems, identified the major factors which contribute to each problem, and determined the most appropriate approach in addressing the contributing factors. This research and analysis has resulted in the diabetes control plan presented to the Centers for Disease Control as a part of the second-year funding request for the project. During the second project year (FY 79), the project staff furthered statewide communications with added field staff. The staff developed guidelines for outpatient diabetes education and follow-up and implemented a model program at one site. Technical assistance improving existing inpatient education was provided to hospitals upon request. A model staff training program to improve the skills and qualifications of health personnel providing diabetic education was developed as planned and conducted in one pilot region.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes and its complications were developed as planned. One state-wide program for physicians was conducted. Two regional programs for nurses and one state-wide program for dietitians were also conducted. Guidelines for the identification and management of diabetic pregnancies were developed for publication in the Maine Medical Journal. A system was developed to retrieve data on all health status indicators in all 42 hospital service areas in Maine. The diabetic data base was expanded by getting baseline data on diabetic pregnancy outcome and by reviewing laser records in treatment of diabetic retinopathy. Hospital discharge data and death certificate data were linked. Small area variations in hospital discharge rates were analyzed.

The Diabetes Control Project's operating objectives for FY 81 were to (1) continue to develop the core capacity in the Bureau of Health for the coordination, planning, evaluation, management and surveillance of diabetes control activities; (2) continue to develop model ambulatory diabetes educational and follow-up programs to provide 200 educational programs to 1,000 diabetics (3) provide technical and financial assistance to assure delivery of two continuing education programs consistent with the project's long-range continuing educational plan (4) link inpatient education with ambulatory education in four hospitals having model programs and refer a total of 200 discharged diabetics to ambulatory education programs (5) continue assisting the Maine Diabetes Association affiliate in developing eight additional diabetic support groups associated with the model sites.

PUBLICATIONS:

Several publications on all phases of Tuberculosis are available for professionals in the health field and citizens; either from the TB Control Program or the Maine Lung Association, 128 Sewall Street, Augusta, ME. A 1981 updated TB Control Manual is available to health providers. All of the above are provided at no cost.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $94,238.79 in FY 81 and are, by administrative decision, included with those of the Bureau of Health.

STATE GOVERNMENT DRUG ABUSE COORDINATING COMMITTEE

MICHAEL R. PETIT, COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Citation:* 22 M.R.S.A., Sect. 7111

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 81.

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
Average Count—All Positions: 18 *Legislative Count:* 24

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973 and the United States Older Americans Act of 1965, as related to older people. Furthermore the Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations, and implements as an integral part of programs, an educational program and fosters, develops, organizes, conducts (or provide for the conduct of) training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging and the Maine Three Quarter Century Club annual meeting.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and designated five area agencies on aging across the state.

PROGRAM: The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau finds, monitors and evaluates a range of social services. The Bureau administers in FY 80 a budget totalling nearly $6 million dollars of state and federal funds, most of which are granted to Area Agencies on Aging (AAA) on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 81 the Bureau through the AAA supported a wide range of comprehensive social services, coordinated with other agencies including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition approximately 1 million hot meals per year were served in 81 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state.

Also in FY 81 the Bureau developed with the area agencies a case management system and developed a major proposal for the Department to provide alternatives to nursing homes. As a result of that proposal, Maine is one of 12 states to be awarded a National Long Term Care Channeling Demonstration contract which will bring $780,000 to the Department over the next two years to test long term care innovations. The Bureau also awarded 2 demonstration projects in congregate housing for frail elderly. As a result of these awards this new kind of housing will be built in Portland and Farmington.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

In August the Bureau of Maine's Elderly co-sponsored with the Maine Committee on Aging the Three Quarter Century Club meeting which nearly 1200 elderly over 75 attended. The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 110th Legislature.

PUBLICATIONS:

Resource Guide

Information for Maine's Older Citizens—free. Available at Bureau of Maine's Elderly.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	414,706	158,004			256,702	
Retirement	69,121	25,995			43,126	
Computer Services—Comm	772				772	
Computer Services—State	10,581		10,572		9	
Rents	30,208	15,832	6		14,370	
Commodities	4,100	257			3,843	
Grants—Subsidies—Pensions	4,975,927	667,154	9,680		4,299,093	
Equipment	2,250				2,250	
Transfers to Other Funds	5,916		417		5,499	
Other Contractual Service	147,538	39,569	18,036		89,933	
TOTAL EXPENDITURES	5,661,119	906,811	38,711		4,715,597	

DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3146
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1941 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500

Average Count—All Positions: 29 *Legislative Count:* 32

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of medical services for eye conditions; and the provision of vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind. Upon request and with the approval of parents or guardians, the Division may send blind children to any school considered by the Division to provide suitable education for such children.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation.

PROGRAM: The program has five major areas of focus.

Education. During Fiscal Year 81 the Division of Eye Care provided education services to over 300 blind and visually handicapped children. Of this number, 14 were placed in specialized residential schools for the blind.

The Division, to strengthen its Pre-School Program, (ages 0-5) re-classified an existing position to exclusively serve this particular group. Without the proper background of services prior to entering school it is difficult, if not impossible, for blind children to function in a public school setting when they do enter school. Fifty-one children were served in our Pre-School Program.

During the same reporting period, an agreement was formalized by the Department of Human Services to transfer the responsibility of the Education of the Blind Child Program to the Department of Education and Cultural Services. Transfer of responsibility of Education Program should be fully completed by July 1, 1982. The Pre-School Program will continue under the auspices of the Division of Eye Care.

Vocational Rehabilitation Program. The Division of Eye Care, under its Vocational Rehabilitation Program, provided rehabilitation services to over 650 blind and visually handicapped persons and, of this number, 87 were closed as rehabilitated into gainful employment, thus becoming taxpayers rather than tax receivers.

Vending Stand Program for the Blind. The number of Vending Stands operated by blind persons in local, State and Federal buildings in Maine continues at 12. It is anticipated that an additional stand will be opened in September, 1981. Maine's Vending Stand Program, relative to average earned income of its operators, remains in the top 25% of the country.

Register of Blindness. There are presently over 3,000 blind or severely visually impaired persons on the Register. Approximately 250 new names are added yearly to Register and are evaluated relative to their need for services.

Prevention of Blindness. The Division of Eye Care continued its Prevention of Blindness Program largely with the aid and contribution of Maine Sight Conservation Association, Inc. (State affiliate of Lions' Sight Conservation Program) as well as five regional Task Forces involving volunteers, medical personnel, educators, health professionals, public schools, the University system and industry. The goal of Prevention of Blindness Program is to cut down on the incidence of blindness or visual impairment through public education and the coordination of existing resources.

The Division continues to issue, upon request, formal identification cards approved by the Maine Bankers Association to persons who because of their visual impairment are unable to obtain a drivers license and are thus deprived of the usual acceptable method of identification for cashing checks, etc.

Future plans call for a coordinated effort by the Bureau of Rehabilitation in working closely with the Maine Center for the Blind in Portland (Maine's only private agency for the blind) for the purpose of strengthening the specialized services needed to meet the needs of blind people in Maine. During the past year the Maine Center for the Blind was awarded an Independent Living Grant to work with newly blinded people in York and Cumberland counties. It is anticipated that a similar grant will be awarded to Maine Center for the Blind to provide these same services to the blind in Aroostook County. The Division will continue its efforts in working with and through the private sector, e.g., Maine Sight (Lion's), the Bureau of Resource Development (Title XX), and the expansion of citizen task forces through volunteers to strengthen the Division's Prevention of Blindness Program.

One of the Division's major goals this coming year is to work cooperatively and closely with the Department of Education to assure an orderly transfer to that Department of the responsibilities of providing education services to blind children of Maine. The Division of Eye Care will continue to play a major role in consultation and monitoring the many special services needed by blind children to function at an acceptable level in a public school setting.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS: (Free)

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Services Available to the Blind and Visually Handicapped Citizens of Maine (Public and Private)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	463,939	201,425			262,514	
Retirement	80,038	34,295			45,743	
Computer Services—State	6,828	6,828				
Rents	52,579	52,579				
Commodities	1,315	1,315				
Grants—Subsidies—Pensions	631,142	371,655	3,823		255,664	
Equipment	134				134	
Transfers to Other Funds	5,766				5,766	
Other Contractual Service	87,563	67,038	38		20,487	
TOTAL EXPENDITURES	1,329,304	735,135	3,861		590,308	

STATE BOARD OF FUNERAL SERVICE

ROBERT E. BLAIS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1903 *Sunset Termination Scheduled to Start by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The board shall have the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

ORGANIZATION: The State Board of Funeral Services consists of 8 members, one of whom is the Director of Health, who is the secretary of the board, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years' experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members, other than the Director of Health, are appointed by the Governor, for terms of 4 years. In the case of vacancy by any reasons, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments. The present members of the Board of Examiners of Funeral Directors and Embalmers serve as members of the State Board of Funeral Services until their terms expire.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20 a day and expenses while engaged in the business of the board. The secretary receives actual expenses while engaged in the business of the board. He/she serves as the treasurer thereof and receives all fees, charges and assessments payable to the board, and accounts for and pays over the same according to law.

PROGRAM: During FY 81 there were 161 Funeral Homes, 6 Embalmers, 18 Funeral Directors, 20 Resident Trainees, 395 Practitioners, 126 Funeral Attendants, and 6 Livery Services.

Throughout the year the Board had 4 regular meetings and 7 special meetings. Areas of consideration were: sunset review by the legislature, proposed legislative fee increase, funeral home inspections, complaints, inquiries from other states, and examinations.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Practitioner
  - Funeral Director
  - Embalmer
- Registration:
  - Funeral Home
  - Resident Trainee
  - Funeral Attendant
  - Livery Service

PUBLICATIONS:

State of Maine Directory of Licensed Practitioners of Funeral Service, Funeral Directors and Embalmers, Registered Funeral Homes (published annually) (free)

Revised Statutes Relating to the State Board of Funeral Service (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,779		8,779			
Retirement	882		882			
Computer Services—State	162		162			
Rents	672		672			
Commodities	115		115			
Transfers to Other Funds	1,633		1,633			
Other Contractual Service	7,959		7,959			
TOTAL EXPENDITURES	20,202		20,202			

BUREAU OF HEALTH

WILLIAM S. NERSESIAN, M.D., DIRECTOR
FRANCIS McGINTY, Deputy Commmissioner of Health

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 200 *Legislative Count:* 235

Organizational Units:
Central Administration
Division of Disease Control
Division of Child Health
Division of Health Engineering
Division of Public Health Laboratories
Division of Public Health Nursing
State Board of Hearing Aid Dealers and Fitters
Plumber's Examining Board
Board of Certification of Water Treatment Plant Operators
State Board of Funeral Services
Division of Health Education

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (b) controlling environmental hazards to human health ("agents" of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health. This Board was created by the Legislature in 1885 and consisted of six members appointed by the Governor and the Council with a seventh member elected by the Board to serve as Secretary and Executive Officer. The duties of this Board were to provide "general supervision of the interests of health and life of the citizens of the State," to collect and study vital statistics, to make sanitary investigations and inquiries regarding the causes of disease, to advise State and local government in regard to the location of drainage, water supply, disposal of excreta, heating and ventilation of any public building, and to provide "general oversight and direction of the enforcement of the statutes respecting the preservation of health." The early work of the Board was solely concerned with communicable disease prevention through proper sanitation and the restriction of the spread of disease outbreaks via quarantine measures.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of

Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health, or directly under the Deputy Commissioner of Health and Medical Services, as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Bureau of Health Planning and Development in 1976.

PROGRAM: The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

Central Adminstration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service.

In FY 80, all of the Bureau's Division Directors and Program Managers participated in the systematic development of the five-year State Plan for Public Health by preparing program plans for all Bureau of Health programs and projects, using a public health-problem- oriented approach. This approach lends itself to the evaluation of service outcome in terms of improvement in the health of the population targeted for service, arrays projected expenditures by programs and services, and consequently promotes the kind of accountability demanded increasingly by State and Federal funding sources.

The five-year State Plan for Public Health, published in FY 1980, lists the health problems to be addressed, the health status objectives to be met, the programmatic and general managerial strategies to be pursued in meeting the objectives of the Bureau during the five-year period.

Health Education. The Division of Health Education addresses those health problems and conditions in which prevention through education is the approach of choice. Degenerative diseases such as heart disease, cancer, stroke, and chronic lung disease are responsible for nearly three quarters of all deaths in this state. Accidents are the most frequent cause of death for people between the ages of one and forty. It is a well accepted fact that further advances in the medical care system will not in themselves be sufficient to reduce these figures. Personal health practices and decisions made around such issues as diet, exercise, smoking, alcohol consumption and driving habits have more influence on an individual's health status than any component of the medical care system.

The term health education is simply defined as any combination of learning experiences designed to facilitate voluntary adoption of behavior conducive to health. In addition to individual actions, the Division also is involved in addressing environmental and organizational issues which effect health status.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health centers, the media, other State agencies and programs, voluntary health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs is presented below.

Risk Reduction Program: The purpose of this program is to reduce preventable disease or injuries through helping people adopt more healthy lifestyles. Major emphasis is placed on the development of risk reduction programs at the worksite in the areas of smoking cessation, weight control, high blood pressure control, stress management, physical fitness, employee assistance and nutrition education. During the first nine months of this Project, staff have completed an inventory of risk reduction services available in Maine; developed and implemented a number of components to a model employee health promotion program being established within our Department; entered into a cooperative arrangement with Blue Cross/Blue Shield and are currently working with Mid-Maine Medical Center in the planning and implementation of an employee health program for their institution. In addition, a resource center of program descriptions, educational aids, and reference material for health education planning, implementation and evaluation has been assembled for use by health professionals and the public. Future plans call for the expansion of employee programs to other worksites (health facilities, schools, business, industries) and for the sponsorship of high quality training programs for individuals conducting or planning to conduct risk reduction programs.

Patient Education Reimbursement Project: This Project is working with over twenty rural health centers in the development, implementation and evaluation of patient education programs. Staff provide consultation, training, and resources to rural health center personnel who conduct educational programs for patients with hypertension, diabetes, chronic obstructive lung disease, and coronary artery disease. Other programs in smoking cessation, weight control and prenatal education have also been developed at a number of sites. This program has been successful in bringing high quality patient education programs to citizens living in some of our most rural areas. Future plans will be directed at continuing to improve program operation and obtaining health insurance coverage for education that is an integral part of a patient's treatment plan.

Wood Heating Safety Project: Through a joint effort with the University of Maine Cooperative Extension Service, the Division is addressing a growing health problem in Maine i.e. deaths and injuries due to unsafe wood heating. By working with County Extension Service Agents and local fire departments, educational programs are being offered on the safe installation, operation and maintenance of wood stoves. During the past year training sessions have been held with each of these groups to increase their ability to serve as local resources for the public. One component of this program is to develop a wood heating safety unit to be part of the State 4-H Program. The program has also developed a demonstration display as part of the Kennebec County Warm Home Energy Conservation Project. Thousands of people have toured this facility and the wood heating display is reported as one of the most popular and useful. This program will eventually become an integral part of the Cooperative Extension Service's activities. Other State agencies such as the Fire Marshall's Office and the Office of Energy Resources have also been involved in the Project.

DES Program: In response to a bill passed by the State Legislature and signed into law by Governor Brennan in 1979, the Department of Human Services was directed to address the issue of DES.

Diethylstilbestrol (DES) is a synthetic hormone used from 1940 to about 1970 to prevent miscarriages. Not only was the drug found to be ineffective, but it is now implicated as a cause of health problems in some of the daughters and sons whose mothers took it. During the past year, the Division has established a DES Program to inform the public of the DES problem, identify and assist those exposed to the drug to seek appropriate care and conduct professional education to help health care professionals understand the problem and take correct action.

In addition to professional education activities and the establishment of a DES Medical Advisory Committee, the major event sponsored by the Program this past year was DES Awareness Week. Through the cooperative efforts of a wide array of public and private organizations this week helped raise awareness of the issue and publicized where citizens could get accurate confidential information on DES. The week was extremely successful in attracting media attention and resulted in a huge increase in the number of DES calls to the Maine Cancer Information Services' toll-free line which serves as the Program's major public information source. Plans call for continuing awareness efforts; conducting educational programs for the public and health professionals; and establishing a network of DES exposed mothers, daughters and sons who are willing to serve as a support group to others and to publicize the issue in their area.

Library: The Division also operates the departmental library which services not only departmental employees but the public as well. It is one of the finest and most heavily used health libraries in the State. Staff have instituted a number of cost saving policies in the past year which have saved thousands of dollars by reducing the number of unnecessary purchases of books and periodicals. Interlibrary loans and joint purchasing arrangements have not only made resources more available but have also saved dollars.

Other: The Division is involved in monitoring and consulting to the School Health Education Project and the Maine Poison Control Center grants which are funded by our Division of Child Health and the Hypertension Control Project funded by the National Institutes of Health. Assistance and consultation is also provided to the Maine High Blood Pressure Council, the Health Education Channel in Portland, the Health Education Resource Center at the University of Maine at Farmington, the Health Promotion Department of Maine Blue Cross and Blue Shield, the Office of Alcoholism and Drug Abuse Prevention, the Diabetes Control Project, the Maine Hazardous Waste Task Force, the Program Committee of the Maine Lung Association, the Child Safety Seat Program and the Adult Health Assessment Program and the New England College of Osteopathic Medicine.

Hypertension Control Program. Hypertension, or high blood pressure, is a complex array of physiological processes most obviously manifested as increased pressure in the arteries of the body. There are two general types of hypertension. Primary hypertension is high blood pressure of unknown cause. Secondary hypertension is an elevation of blood pressure associated with other disease entities such as tumors, kidney disease, etc. Of 783,650 adults in Maine, an estimated 24 percent (or 188,076) have elevated blood pressure levels.

In 1977, the U.S. Public Health Service required that a small portion of the block grant funds awarded to the states in accordance with Section 314(d) of the Public Health Service Act must be expended in a state hypertension services program. The Bureau of Health deployed some of its allocations to establish and fund, through Medical Care Development, Inc., the Franklin County High Blood Pressure Control Program. An amendment to the Public Health Service Act effective October 1, 1979, changes the block grant hypertension funding to states under Section 314(d) to competitive project grants designed to assist State health departments to establish and maintain programs for the screening, detection, diagnosis, prevention, and referral for treatment and control of hypertension. The goal of the grants is to reduce the morbidity, disability and premature death from uncontrolled hypertension. A grant application was submitted and approved in late FY 80 for FY 81 317(a) funds. The focus of this grant is an established detection and control system through the Adult Health Assessment Program, as well as five "Initiation Proposals" to address specific parts of the central problem: training of technicians, worksite programs, local coordinators, expansion in Aroostook County, data system. The Department and MCD also received five-year funding from the National Heart, Lung and Blood Institute in response to a Request for Proposal (RFP) to establish ongoing state-wide coordination of high blood pressure education and control activities.

In FY 80, the Hypertension Control Program encompassed hypertension control services provided by the Division of Public Health Nursing in the Bureau of Health. The Maine High Blood Pressure Council acts as the advisory committee to the Hypertension Control Program. Within the Division of Public Health Nursing, hypertension control services are managed under the Division's Adult Health Assessment Program. In FY 81, AHAP contracted with eleven health agencies state-wide for the provision of hypertension control services and provided direct services in two counties.

The program staff expected to accomplish the following objectives in FY 81: (1) assure coordination of hypertension control services in the State; (2) prepare and distribute Maine high blood pressure guidelines and standards as presently approved by the Maine High Blood Pressure Council to 100% Department of Human Services funded programs, 100% Title XIX (Medicaid, EPSDT) providers and 80% related groups such as the Bureau of Maine's Elderly, physicians and pharmacists associated with Medicaid, Family Planning agencies, emergency medical persons, and other non-AHAP agencies; (3) obtain and distribute written and other audiovisual material regarding high blood pressure control, focusing on age and risk factors to 100% media contacts in the State, 100% DHS funded AHAP agencies and 95% health care providers such as hospitals, ambulatory care centers, professional organizations, community health agencies, and ambulance services; (4) increase the number of service recipients in the younger (ages 35-64) population; (5) examine various follow-up systems in use in the State and develop recommended approaches that would be feasible in a rural State; (6) promote continuing education programs for physicians, nurses, and allied health personnel involved in hypertension control; (7) maintain and streamline the present data system, focus on its tracking capabilities and achieve 100% consistency and accuracy in reporting for the Department-funded programs; (8) develop an evaluation mechanism that will permit detection of morbidity and mortality from premature strokes and other hypertension-related diseases; (9) utilize the Adult Health Assessment Program of the Division of Public Health Nursing and this hypertension model for a systematic approach to control detectable adult health problems.

Emergency Medical Services Project. The Emergency Medical Services Project has overall responsibility in the planning, implementation, and evaluation of the State's Emergency Health Care Delivery System. In 1975 the Department of Human Services was awarded two grants of funds appropriated under the Federal Emergency Medical Services Systems Act. The first grant was an initial year of funding for basic life support system implementation in the Kennebec Valley region and the second was a statewide planning grant for the other four emergency medical services systems regions.

In July of 1976 a second year of funding was received for the Kennebec Valley region. Federal funds to accompany the 1976 revisions of the Emergency Medical Services Systems Act did not materialize as expected and the Project was maintained at a low level of activity in the other four regions until July of 1977 when three grants were received to fund the development of basic life support systems in the Southern Maine and Tri-county regions and an advanced life support system in the Kennebec Valley region as well as Statewide coordination and medical direction. In July, 1978, three grants were received to support the second year of basic life support system development in the southern Maine region, second year of advanced life support system development in the Kennebec Valley region and first year of basic life support system development in the Northeast region. Throughout this period funds made available by the Department of Transportation as well as the Department of Human Services were used to support planning and implementation activities in those regions for which the Project was unable to secure Federal grant funds.

The project works with the prehospital and inhospital critical care phases of emergency medical care—from the basic life support services administered at the onset of an accident or disaster scene to the advanced level of treatment provided in an intensive care unit in the hospital. The project is authorized to set standards for ambulance services providing emergency medical care, to license vehicles and personnel based upon approved standards, and to inspect services, vehicles and personnel to insure compliance with these standards. Increased project activity has also centered around determination of appropriate levels of care—and educational forums to provide that care—in the ambulance, in the emergency department, in the intensive care unit/critical care unit, and even in the public sector. To illustrate the level of success the Maine EMS Project has achieved, the Federal Director of Emergency Medical Services, cited the Maine Project for its outstanding efforts in systems development in his remarks at the Tri- Regional EMS meeting in Chicago in October, 1977, describing the project as a "model rural EMS system."

Education of physicians, nurses, Emergency Medical Technicians (EMT) and the public as well has been a major thrust of staff activities. A *Treatment, Triage, and Transfer Protocols* manual was written in draft form to establish a basis for standardized prehospital Advanced Life Support programs and to serve as a guide for other critical care areas. This manual is undergoing revision by physicians throughout the State in order to incorporate regional expertise before finalizing the document. Other educational efforts have included standardized Statewide EMT, first responder, and advanced EMT training programs and exams. Currently, there is a conjoint effort between the EMS Project, the American Heart Association—Maine Affiliate—and the savings banks of Maine to train the public in Cardio Pulmonary Respiration (CPR), with projected estimates of those to receive training set at 50,000 people during the project year.

A major effort has been initiated to collect and evaluate information pertaining to the 15 components of an EMS system as they relate to improving patient care. Towards that end, a Hospital Profile Survey was developed for use in evaluating Maine's 51 acute care hospitals. From this data, regional evaluation reports were developed and distributed to hospital administrators and physicians to provide a management tool and means of evaluation in order to improve and fill unmet needs in the hospital setting. Standardization of reporting was another project undertaken from which will be developed both an ambulance run form and an ambulance survey form which are used by ambulance services in Maine.

Stretching beyond the geopolitical boundaries of Maine, the EMS Project participated in the New England Regional Burn Program (NERBP), a cooperative effort of the New England Council for EMS, physicians and surgeons, and hospital administrators throughout the six

New England states. This New England consortium is directing its efforts towards a three year prospective burn data collection effort. The EMS staff has also revised the Statewide EMS Communications Plan which serves as a guideline for the development of EMS communications systems not only in Maine, but in cooperative projects with neighboring locales as well, such as New Hampshire and the Province of New Brunswick, Canada. A 911 access/dispatch system has been implemented in five locations within the State and is in the advanced planning stage in another area.

LICENSES, PERMITS, ETC.

Health Certificates (for foreign travel) and validation
License person to perform these functions:
Board of Funeral Directors
Board of Hearing Aid Fitters and Dealers

PUBLICATIONS:

DES Information Packet
Inventory of Risk Reduction Services
Maine Health Promoter Newsletter
Quit Smoking Kit
Smoking and Pregnancy Kit
Health Style Test
Nutritional Guidelines
Introduction to Physical Fitness
Risk Reduction Resource Center Collection
Epigram (free)—monthly summary of communicable disease problems and epidemiological activities
Maine Health Promoter (free)—published 6 times a year
Health education news, materials available for health education, summary of significant events within Maine.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,788,737	1,573,391	393,706		821,640	
Retirement	479,518	265,658	68,673		145,187	
Computer Services—Comm	—489				—489	
Computer Services—State	114,322	32,025			82,297	
Rents	101,416	48,661	1,649		51,106	
Commodities	277,845	27,482	115,626		134,737	
Grants—Subsidies—Pensions	8,019,559	124,959	24,159		7,870,441	
Buildings and Improvement	4,728		4,728			
Equipment	198,435		6,879		191,556	
Transfers to Other Funds	49,827	—239	12,763		37,303	
Other Contractual Service	968,065	222,408	102,882		642,775	
TOTAL EXPENDITURES	13,001,963	2,294,345	731,065		9,976,553	

OFFICE OF CHILD HEALTH

BARBARA S. FERGUSON, ACTING DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3311
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

PURPOSE: The goal of this Office is to reduce the incidence and prevalence of selected health problems in the State of Maine. The program emphasis is on mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Medical/Dental Services Program. The eight projects and activities constituting this program were first considered as a program entity following the performance in FY 79, of an analysis of the Division's structure which suggested that the several projects and activities which had always been considered as separate entities did in fact have in common enough elements to justify grouping them as a single and coherent program. The eight sub-programs, some of which are managed centrally from the Augusta Program office, and others locally, through a grant or contract mechanism, are listed below. The centrally operated sub-programs are: Crippled Children's Services, SSI Handicapped Children's Program, Medical Eye Care and Sudden Infant Death Syndrome Service. The grant-managed units are: Mental Retardation Project—Waterville and Lewiston Components, Handicapped Children's Program—Eastern Maine Medical Center, Children's Dental Project, and Rural Dental Project. In addition, the Division provided funding for the following special projects related to the Medical/Dental Services Program: Neonatal Intensive Care Center, Maine Medical Center and the Poison Control Center, Maine Medical Center.

The element common to these entities is the fact that they are all designed to serve the population which already has, or is suspected of having, a particular disease problem. This distinguishes them from the several other Division programs and projects, in which the principal emphasis is prevention or detection. For the most part, the program deals with chronic handicapping conditions, but it can also occasionally address certain acute diseases, since these can sometimes result in complications which are crippling.

The services rendered by the program in FY 81 were for the most part purchases from private sector providers, only counseling being provided by program staff. The several purchased services included, in varying combinations for each sub-program: diagnosis; treatment (including surgical, medical, special equipment, drugs, therapies, et. al.); laboratory; radiology; transportation; dental; health education; and counseling. In FY 81, the program served an estimated 7,000 persons if Medical Eye Care is included (or 2,500 if it is excluded).

In FY 81 the program staff expected to accomplish the following objectives: (1) assure that the persons referred to the program because of handicapping conditions receive health care appropriate to their needs; (2) to continue to implement changes recommended by the Federal review team, and Governor's Task Force on Maternal and Child Health as resources permit; (3) to have initiated the development of ongoing Program evaluation for use in planning and administration, to consist of the following major components: a. by means of a state-wide health status survey, collect and analyze prevalence data on crippling conditions of the whole Maine population and of the population under age twenty-one as a sub-group, in order to establish the population in need of Program services. Structure the survey to yield suitable data to define the eligible population (e.g., income, geographical distribution); b. devise a method for measuring the change in functional limitation of crippled individuals resulting from the provision of Program services by developing (or adapting) suitable rating procedures; c. determine the feasibility of converting all Program client records to a true problem-oriented record system, as a means of assuring that clients receive appropriate care.

Genetic Diseases Program. Genetic diseases are disorders involving hereditary material—genes and chromosomes. When considered individually, genetic disorders are rare. Collectively, they constitute one of the most common medical problems and are present in 4.8 to 5 percent of all live births. Not only do genetic disorders often present severe problems for affected individuals, but their inheritable nature makes them a threat from generation to generation. This program addressed all the genetic diseases in FY 81, with special projects conducted for neural tube defects and inborn errors of metabolism. State-wide projects coordinated by the program are funded through a system of grants from the Department of Human Services to private, non-profit agencies. An advisory committee assists the Program Director in planning for future genetic disease projects.

The program staff is responsible for assuring the availability and the quality of genetic-disease-related services on a state-wide basis. Inherent in this responsibility is the design and implementation of disease-specific projects (i.e., hemophilia, Down Syndrome, etc.) and genetic disease diagnostic clinics coordinated state-wide to prevent duplication of effort and expenditures, and to promote effective use of medical-genetic resources. In FY 81 direct patient services were provided by the following grantee agencies: Eastern Maine Medical Center, Bangor; Pineland Center, Pownal; and the Foundation for Blood Research, Scarborough.

Five major types of services were rendered by the program in FY 80: laboratory services; pedigree construction and analysis; genetic counseling services; health education and training; diagnostic services and referral. In FY 80 the population receiving program services was 2,000. The target population for FY 81 was set at 2,500.

In FY 81, the program staff, expected to accomplish the following operating objectives: 1) demonstrate the feasibility of a regional cystic fibrosis screening system with at least three regional hospitals, 2) assure that 60 additional biology teachers will be exposed to knowledge of human genetics, and that 40 additional biology teachers will have been exposed to information on immunogenetics, 3) develop a specific educational program dealing with high frequency genetic disorders, such as familial hyperlipidemias, diabetes or cancer, 4) provide comprehensive genetic services to families of the mentally retarded at Pineland Center, 5) to increase the number of pregnancies screened for neural tube defects to 125 per week, 6) provide information and counseling services to all couples at high risk for NTD who are referred to the AFP Project, 7) provide genetic clinic services to at least 180 new patients, 8) revise the method of evaluating the effectiveness of genetic counseling among clinic patients, 9) provide ten teaching conferences on high risk ultrasonography at Maine Medical Center for physicians and ultrasound technicians.

Perinatal Program. The public health problems addressed by this program are all adverse outcomes of pregnancy such as birth defects, birth injuries, low birth weight, respiratory distress syndrome, or toxemia of pregnancy. This program addresses all such problems providing that they fit the definition of a public health problem (see Children's Program below). The purpose of the program is to reduce the incidence of preventable disease and death which occurs in the perinatal period, and which would consequently impact on the prevalence of handicapping conditions in childhood. This program is designed to be a preventive program which offers services to pregnant women and their families. (The detection and treatment of neonatal and infant diseases is addressed by the Children's Program below and by the Medical/Dental Program).

The services rendered by the Perinatal Program to pregnant women are provided by agencies or associations through grants awarded by the Department, with the exception of the direct services provided by the Division of Public Health Nursing. In FY 81, program services were rendered through the following grant projects and by the Division of Public Health Nursing: Rural Maternal and Child Health Project, Community Health Services, Portland; Maternal and Child Health Projects York County Health Services, Saco; Maternal and Infant Care Projects Downeast Health Services, Ellsworth; and the Prenatal Clinic Mid-Maine Medical Center, Waterville.

In addition, the Division funded the following special projects which are related to the Perinatal Disease Program: Family Planning Project, Maine Family Planning Association; Maine Fetal Risk Project, Maine Medical Association; and WIC Project (Supplemental Foods for Women, Infants and Children), eleven local agencies, State-wide.

The services available to women through the program in FY 81 varied with the locality in the state. As a minimum, all women served had available to them two categories of services, health screening and counseling by a Public Health Nurse. Beyond that, and in some locations only, the women might have received, if they had need, health education in classes, laboratory and treatment services, family planning care, provision of drugs, and reimbursement for transportation. The population served by the program in FY 81 was approximately 3,000 women.

In FY 81 the program staff expected to accomplish the following objective: To have reduced to as low a level as possible the adverse effects of disease, during the perinatal period, on the individual, the family and the community, with special attention to: Birth Defects, Birth Injuries, Damage due to family dysfunction, Low birth weight and prematurity, Nutritional disorders, and Toxemia of pregnancy.

Children's Program. The health problems addressed by this program are those conditions which fit the following definition of a public health problem: It does occur in Maine today; It does result in significant damage; That damage is to a large extent unnecessary in light of the current state of the medical art—that is, the condition should be preventable; It is reasonable to expect that the problem can be prevented, or at least reduced to some as yet undetermined irreducible minimum level; and Data are available to permit at least a limited description of the size, distribution and trend of the problem. The purpose of the program is to reduce the incidence of preventable diseases of children, either through primary prevention (preventing a disease from occurring in the first place) or through modification of disease by early detection and treatment.

Services are rendered by the program through private agencies and institutions and through the state and local health departments. The program staff makes arrangements for services through a grant mechanism, and by delegation to staff employed directly by the Bureau of Health. In FY 81 the program's services were rendered through the following five grant projects and three sub-programs:

Grant Projects:

- Rural Maternal and Child Health Projects
  - Community Health Services, Portland.
- York County Maternal and Child Health Project
  - York County Health Services, Saco
- Maternal and Infant Care Project
  - Downeast Health Services, Ellsworth
- Children's Project
  - Downeast Health Services, Ellsworth
- Children and Youth Project
  - Mid-Maine Medical Center, Waterville

Sub-Programs:

- Division of Public Health Nursing (State-wide as needed)
- Office of Dental Health, Dental Health Education
- Preschool clinics through the Division of Public Health Nursing and local agencies and towns.

In addition, the Division sponsored and funded a project, the goal of which is closely related to that of this program: the School Health Education Project, conducted by the Health Education Resource Center, with a five-year objective to have established locally-developed and approved health problem-oriented health education curriculum guides (K-12) in all school systems in Maine wishing to participate.

The program services available to children in FY 81 depended on the geographic area in which the child resided. At a minimum, preschool children were offered the services of screening and counseling by a nursing professional in the home or screening services in a clinic setting or a physician's office. Screening clinics were available in most geographic areas. Children were screened according to a prescribed periodicity schedule. An estimated 35,000 children were served by the program in FY 81.

In FY 81, the program staff expected to accomplish the following operating objective: to have reduced to as low a level as possible the adverse effects of diseases of childhood on the individual, the family and the community, with special attention to: Accidental injuries, Communicable disease preventable through immunization, Damage due to family dysfunction, Dental Caries, Hearing disabilities and communication disorders, Iron deficiency anemia, Nutritional disorders, and Vision impairments.

The Division has recently begun a Children's Auto Safety Program for the purpose of reducing deaths and injuries to children who are victims of automobile accidents. Through assisting in the establishment of low cost car seat rental programs the Program will attempt to increase the use, among children, of child auto safety seats.

PUBLICATIONS:

Baby's First Foods (brochure)—free
Maine's Child Safety Seat Program (brochure)—free
Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Understanding Neural Tube Defects
If You Are Pregnant Ask About Prenatal Diagnosis
Genetic Counseling
The New Human Genetics
Be Good To Your Baby Before It Is Born
My Child Has Down Syndrome
ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHILD HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	350,912				350,912	
Retirement	60,032				60,032	
Computer Services—State	20,144				20,144	
Rents	11,809				11,809	
Commodities	29,984				29,984	
Grants—Subsidies—Pensions	841,171	4,732			836,439	
Equipment	1,130				1,130	
Transfers to Other Funds	12,122				12,122	
Other Contractual Service	185,045				185,045	
TOTAL EXPENDITURES	1,512,349	4,732			1,507,617	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR
GERALD BATES, Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1936 *Sunset Review Required by:* 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* Title 22—2491
Average Count—All Positions: 37 *Legislative Count:* 9

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program. In addition, the Division staff provides administrative and clerical assistance for the Plumbers' Examining Board, the State Board of Funeral Services, the State Board of Hearing Aid Dealers and Fitters, and the Board of Certification of Water Treatment Plant Operators.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Plumbers' Examining Board, the State Board of Funeral Services, the State Board of Hearing Aid Dealers and Fitters, and the Board of Certification of Water Treatment Plant Operators.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This Program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.

b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences have caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.

c. Physical Hazards—Microwave ovens may affect heart pacemakers or may cause cataracts in the eyes of persons exposed to hazardous microwave levels. Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling legislation related to monitoring air quality from scuba compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, community noise control, hazardous materials, transportation of toxic substances, poison control, etc.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 milliliter sample.

b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected. Additional testing required by public water supplies effective FY 82 are sampling for trihalomethane chemicals. Trihalomethanes are compounds formed when chlorine is added to water and is due to the presence of naturally occurring substances in the raw water source such as humic acid and folic acid. Excessive amounts of trihalomethanes are known to be carcinogenic and consequently the state has set a maximum contaminant level of 100 ppb (parts per billion) for public supplies. Groundwater supplies are not expected to have any appreciable levels.

c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 3,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Certification of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 81, the program staff accomplished the following major operating objectives: (1) revised and promulgated the existing drinking water regulations; (2) updated the inventory of non-community supplies and community water supplies; (3) monitored all public water supplies as required for bacteriological and/or chemical contaminants; (4) implemented a cross-connection control program for all community water supplies serving greater than 1,000 persons; (5) implemented a corrosion control monitoring program for all community supplies; (6) implemented a total trihalomethane (TTHM) reduction program; (7) inspected for certification the private laboratories in the state; (8) implemented a laboratory quality control program for testing among the laboratories; (9) purchased various pieces of equipment to increase the public health laboratory's capability to monitor and analyze organic and radiological contaminants; (10) developed a radon removal unit utilizing aeration for ultimate use for the non-community supplies; (11) concluded a grant to the University of Maine at Orono on the removal of radon gas by granular activated carbon; (12) conducted training seminars on the subjects of centrifugal pumps, groundwater supplies, and hydraulics in addition to implementing the correspondence course for water treatment plant operators; (13) participated in a study with the U.S. Geological Survey and the Maine Bureau of Geology of the Little Androscoggin Valley Aquifer; (14) increased the data processing capabilities of the water program by implementing the Model State Information System (MSIS) to keep track of and record all monitoring activities.

Occupational and Radiological Health Program. The ubiquitous use of chemical, physical, and biological agents in the work environment impinges on the entire community. Employees and the general population are exposed to varying quantities of hazardous agents that may have a detrimental effect on the health of Maine citizens. The following hazards are reviewed to illustrate the nature of the health problems addressed by the program.

a. Biological Hazards—Workers are exposed to biological hazards in occupations such as farming (fungi, poison ivy), meat cutting (anthrax), tanning (raw hides), sewage treatment (fecal organisms), hospitals (communicable diseases), etc.

b. Chemical Hazards—The National Institute for Occupational Safety and Health has published a list of over 16,000 toxic chemicals. About ten percent of these chemicals are suspected of causing cancer or having mutagenic potential in laboratory animals and possibly man. Chemical hazards exist in virtually every industry.

c. Physical Hazards—Many physical hazards exist in industry. Noise hazards affect more workers in Maine than any other single occupational agent. Devices using radioactive chemicals, X-ray devices, lasers and microwaves are commonly found in industry. Workers are subjected to cold work areas with the potential for hypothermia. Physical abrasions can be the cause of several types of dermatitis. Hazards to the general population result from exposure to X-rays, gamma radiation, ultra sound, microwaves, etc.

The Occupational and Radiological Health Program has provided occupational health services for many years and adopted rules in 1955 related to healthful places of employment and labor camps. These rules were pre-empted by the Federal OSHA Act in 1974. Radiological health rules were first adopted in the late 1950's and apply to X-ray equipment, medical radioisotopes, and industrial use of ionizing radiation. An environmental monitoring program has provided surveillance of the Maine Yankee Atomic Power Reactor since 1970.

The program staff provides information, education, and promotes general public awareness of the potential hazards of chemical, physical, and biological agents in the workplace and/or in the community.

Occupational health consultative services are provided in conjunction with activities of the Maine Bureau of Labor and agreements with the U.S. Department of Labor to protect the health of workers in Maine industry and areas of public employment.

Radiological health activities include seeing that medical X-ray devices are checked to determine compliance with the rules. As a member of the New England Compact, the Occupational and Radiologic Health Program is interested in maintaining environmental monitoring and emergency response to nuclear incidents. Emergency planning for radiological accidents is the joint responsibility of the State Departments of Human Services, Public Safety (State Police), and Defense and Veteran Services.

Operating objectives to be completed during FY 1981 were: (1) 20 quality assurance inspections of hospital nuclear medicine departments; (2) 10 mammography X-ray inspections; (3) 60 compliance tests of new X-ray devices; (4) inspect 10 public X-ray devices; (5) register 50 new radiation sources; (6) complete support for operations manual for emergency response at Maine Yankee; (7) 52 regular environmental sample collection and analyses at Maine Yankee with appropriate reports; (8) initiate program planning to improve the radiation protection program and justify through the Sunset review process; (9) conduct 50 industrial hygiene investigations under federal contract; (10) collect 100 series of industrial hygiene environmental samples and send to laboratory; (11) conduct 10 industrial hygiene inspections in support of the public health and safety act; (12) assist the Bureau of Health Planning on NIOSH Contract; (13) conduct 24 laser compliance checks; (14) prepare to host the 1982 National Conference of Radiation Protection; (15) continue to progress on objective 14 through 18 for FY 1980 related to program funding, control of radon in drinking water, programs to reduce X-ray dose, rule adoption, and means to evaluate long range program goals.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of some of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne microorganisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.

b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.

c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 81, the program staff expected to accomplish the following operating objectives: (1) Continue existing level of plumbing code interpretation and enforcement commensurate with allocated mileage restriction and meal allowance limitations; (2) correct as necessary or reprogram existing computer program to provide minimum information and reports requested; (3) reprogram existing EDP program to provide additional information considered necessary to adequately monitor current level of economical status, plumbing permit numbers to account for all serial numbered permits (to prevent fraud) and additional historical information on requested monthly reports; (4) conduct two public hearings to discuss proposed changes to the plumbing rules, determine revisions to be made, promulgate and distribute changes; (5) continue microfilming historical files of plumbing permits, engineering designs and other documents and microfilm all current records; (6) continue to provide public information about the program through forums, newsletter, news media, seminars and correspondence; (7) continue to assist municipalities (upon request) in the enforcement of the plumbing codes through assistance in preparation of court complaints, investigation of specific problems, serve as expert court witnesses, etc.; (8) administer written and field examination for Licensed Soil Evaluators; (9) revise examination (make two versions) for Certification as Local Plumbing Inspector to reflect revised Subsurface Wastewater Disposal and Internal Plumbing Rules promulgated FY 1980 and administer examination upon request; (10) conduct a series of at least ten seminars directed primarily at plumbing inspectors but also for plumbers, site evaluators and the public during March and April of 1981, commensurate with travel limitations and adequate budget; (11) obtain funding to support the employment of a second soil scientist and an additional engineer.

LICENSES, PERMITS, ETC.:

- License:
  - Eating Places
  - Eating & Lodging Places
  - Eating Place Mobile
  - Vending Machines
  - Eating Places & Vending Machines
  - Catering Establishments
  - Eating Places & Catering
  - Catering & Vending Machines
  - Lodging Place (Rooms in private homes)
  - Motels-Hotels
  - Cottages
  - Overnight Camps
  - Motor Courts
  - Mobile Home Parks
  - Tenting Areas
  - Trailer and Tenting
  - Recreational Camps
  - Day Camps
  - School Lunch
  - School Lunch and Catering
  - Class "A" Taverns
  - Tattooing Parlors
  - Narcotic Manufacturers
  - Compressed Air (for Self-contained breathing apparatus)
  - Senior Citizen's Feeding
- Permit:
  - Mass Gatherings

Certificate:
- Local Plumbing Inspector
- Site Evaluator

Registration;
- Swimming Pool
- Bathing Beach
- Ioning Radiation

Approval:
- Fluoridated Water Supply
- Public Water Supply

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	143,136		143,136			
Retirement	24,115		24,115			
Computer Services--State	19,525		19,525			
Rents	25,009		25,009			
Commodities	2,808		2,808			
Grants—Subsidies—Pensions	237		237			
Transfers to Other Funds	4,651		4,651			
Other Contractual Service	40,752		40,752			
TOTAL EXPENDITURES	260,233		260,233			

BUREAU OF HEALTH PLANNING AND DEVELOPMENT

GORDON A. BROWNE, DIRECTOR
MICHAEL REID, Director, Planning and Administration Deputy Chief Executive

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144N; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 16 *Legislative Count:* 23

Organizational Units:
- Division of Planning and Administration
- Division of Data and Research
- Division of Project Review

PURPOSE: The purpose of this program is two-fold. First, the State Legislature and the U.S. Congress have identified increases in the costs of health care as a cause of concern to them. This program is designed to restrain such increases through the careful review of proposals for new health care services and facilities to ensure that duplication and excess supply of certain services and facilities do not occur. The program has recently been directed to also promote competition in the health care sector where it can be shown to be a means of restraining the growth of health care costs. Second, the program aims to achieve the rational allocation of health care resources (facilities, services, personnel). This is to be accomplished through a complex planning process using the best available data. The process involves many public and private organizations and consumers and providers of health care in the development of the

State Health Plan for Maine. The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State health plan.

The Maine Legislature passed the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.*) in 1978. That Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of $150,000 or more or the provision of new services). The Bureau of Health Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department has adopted procedures under the Administrative Procedures Act for use by the Bureau in implementing the Act.

ORGANIZATION: The Maine Department of Human Services was designated and funded as the State health planning and development agency in July, 1976 and has received continued state and federal designation and funding since then. The Bureau of Health Planning and Development was created to carry out the functions of the State Health Planning and Development Agency. Its first director was employed in November, 1976. The Bureau has three component divisions: Planning and Administration, Data and Research and Project Review.

The Maine State Health Coordinating Council (the Council) was established by Governor James Longley and held its first meeting in October, 1976. The Council has 29 members, with the following composition:

	Consumer	*Provider*	*Total*
Governor, direct appointments	6	5	11
Governor appointments from MHSA nominees	9	8	17
Veterans Administration representatives (ex officio)	0	1	1
Total	15	14	29

PROGRAM: The Bureau of Health Planning and Development is composed of three divisions; Planning and Administration, Data and Research and Project Review.

Division of Planning and Administration. During the Fiscal Year 1980-81, the Division provided administrative support to all sections of the Bureau. Other activities included research, editing and producing the *State Health Plan for Maine*, and examining existing state government policies and programs and their effect on health status. The division also coordinated health care policies with private and governmental agencies, developed goals and objectives based on state health policy analysis and revised the *State Health Plan for Maine.*

The Division monitored the implementation of plan recommendations, assessed their impact on the State's health system, and provided technical assistance to health care facilities. The Division of Planning and Administration also provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees (Plans, Review and Implementation). Extensive research and coordination was required as the basis for the Council's deliberations and decisions.

Division of Data and Research. A major function of this Division last year was continuing to develop core data needs for health planning. Specific projects included population estimates and projections, demographic information health status indicators, health care expenditure figures, health manpower and resource inventories, and health facility utilization. Staff also prepared recommendations on applications for manpower shortage areas. The Division continued to develop an overall data system for health planning and cooperated with the Maine Health Systems Agency, Inc. and many other health agencies in data collection. Staff also provided research and statistical and technical services within the Bureau and to other Bureaus in the Department. The Division also published statistical reports and directories. See the publication section of this report for a partial list of titles.

Division of Project Review. This Division's primary function is to review proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 and Section 1122 of the Social Security Act. Staff also reviews and comments on federal health program applications. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

From January 1, 1980 to September 25, 1980, the Certificate of Need review program saved $8,937,938 in capital costs and $3,141,415 in first year operating costs.

The table below lists the projects that were reduced, withdrawn or disapproved and the resulting savings in capital and first year operating expenses.

Applicant	*Orig. Cap. Expend.*	*Approved Cap. Expend.*	*Capital Savings*	*1st Year Oper. Savings*
EMMC	$14,160,000	$9,860,000	$4,300,000	$ 500,000
Portland City Hosp.	5,413,000	4,977,000	436,000	214,000
Evergreen Manor	363,800	(withdrawn)	363,800	221,920
Veteran's Home	6,000,000	4,200,000	1,800,000	990,754
Wyman Mem. Manor	1,983,138	disapproved	1,983,138	1,214,741
Regional Mem. Hosp.	4,060,000	4,005,000	55,000	——
			$8,937,938	$3,141,415

The Certificate of Need review program, through disapprovals and agreed upon reductions of projects, reduced capital costs of project applications by 19.3%. The program reviewed a total of 32 applications whose proposed capital costs were $46,258,238 during the nine month period.

LICENSES, PERMITS, ETC.:

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Bureau of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

PUBLICATIONS:

State Health Plan for Maine
Procedures Manual, Section 1122 of the Social Security Act, October, 1977
Procedures Manual, Maine Certificate of Need Act of 1978
Health Data in Maine, June, 1981
Health Care Expenditures, Maine 1976-1977
A Guide to Health Information, Independent and Local Sources, 1979
A Guide to Health Information, State Government, 1978
A Capsule of Maine Health Information, 1978
Maine 1978 Health Professionals
Distribution of Primary Care Physicians, July, 1979

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $557,426 in FY 81 and are, by administrative decision, included with those of the Bureau of Health.

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law. Additionally, the Board may provide or make available opportunity for lectures, courses or workshops which will be useful and educational to licensees or trainees and may use its funds to sponsor such educational programs. Furthermore, the Board may recommend to the department the preparation and administration of suggested guidelines concerned with the fitting and selection of hearing aids in order that prospective licensees may possess the necessary backgrounds and qualifications to fit and sell hearing aids.

ORGANIZATION: Members of the Board must be residents of the State. The Board consists of 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one citizen consumer. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor with the consent of the Executive Council. The term of office of each member is for 4 years. Before a member's term expires, the commissioner must appoint a successor to assume his duties at the expiration of his predecessor's term. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board until at least one year after the expiration of his 2nd term of office.

PROGRAM: The Board meets twice a year and gives examinations, discusses problems and business accumulated. The Board adopts rules and regulations concerning the practice of fitting and dealing in hearing aids. These became effective October 25, 1977. During FY 81, licenses issued to individuals were 62, and corporations 10.

LICENSES, PERMITS, ETC.:
- License:
  - Corporation
  - Hearing Aid Dealers and Fitters
- Permit:
  - Trainee

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,873		1,873			
Retirement	—288		—288			
Computer Services—State	197		197			
Commodities	161		161			
Transfers to Other Funds	1,104		1,104			
Other Contractual Service	2,811		2,811			
TOTAL EXPENDITURES	5,858		5,858			

MAINE HUMAN SERVICES COUNCIL

REP. EDWARD C. KELLEHER, CHAIRMAN
ROBERT A. FRATES, Executive Director

Central Office: 14 Columbia Street, Augusta; *Floor:* 2 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313

Average Count—All Positions: 4 *Legislative Count:* 5

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities relating to human services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions relative to state and federal funds, plans, policies and programs pertaining to human services; particularly state administered funds under Title IV, VI, and XX or their successors the U.S. Social Security Act and the state's Priority Social Services Act. The Council provides public information, conducts hearings and forums on behalf of human services to the public-at-large, national government and the executive and legislative branches of State government. The Council also serves as the performance review committee required by state and federal laws for social services funded by the U.S. Social Security Act, the Maine Priority Social Services Act and other human service programs.

ORGANIZATION: The Maine Human Services Council was established in 1974 and consists of seventeen members representing the legislature, nongovernmental organizations or groups, public agencies concerned with human services, citizens at large, and who, excepting members representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

PROGRAM: During the year ending June 30, 1981, the Maine Human Services Council continued activities to improve programs in low income energy assistance, weatherization, health, income supplementation and social services. Work concentrated on programs of the Departments of Human Services, Mental Health and Corrections, and the Division of Community Services. Priority activities of this independent board continue to be policy/budget/legislative analyses and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

To carry out goals and objectives adopted at its annual meeting in 1980, the Council concentrated major efforts toward the Food Stamp Program, Energy Education and Conservation, Budget/Policy Analysis and Management, Review of Contracts, Family and Children's Services, and initiating a Social Service Block Grants Task Force.

Food Stamp Task Force. Through this subcommittee, the Council worked with representatives of consumers, the Department of Human Services and community agencies to seek improvements in food stamp outreach and program administration. The task force and Council recommended increasing efforts to implement these initiatives:

One Family/One Worker: The work of income supplementation staff be consolidated so that one worker is responsible for a family's or individual's benefits under the Aid to Families with Dependent Children (AFDC), Food Stamp and other assistance programs. Currently, the Department estimates that 14,000 families receiving AFDC also receive food stamps. Thus, at least 25% of the 54,000 food stamp cases are served by 2 workers. Not only is this likely to reduce error rates—which are frequently "agency errors"—it will permit more effective use of staff. Currently, 94 front line AFDC workers have average caseloads of 215, while 104 front line food stamp workers have an average caseload of 545. Both types of workers are classified as human service technicians by the Personnel Department.

Single Date for Review of Eligibility: The process for redetermining eligibility for food stamps and aid to families with dependent children be performed on the same date via a consolidated process. Human concern for consumers and taxpayers should lead to elimination of 2 interviews, often on different dates, by 2 workers for one family.

Single Application Form: A single form be developed and used to apply for food stamps or aid to families with dependent children.

Computer Use: Action be taken to assure maximum use of computer capabilities to establish standard data collection, and consolidated client records for food stamps and related income and social service programs. This may result in the greatest cost savings/avoidance, since computer records now are separate and very difficult to cross reference.

Outreach Volunteers: Outreach activities be pursued to the fullest extent possible to more effectively use community based public and private groups.

Energy Assistance, Education and Conservation. Regardless of whether adequate supplies are available, increasing costs of home heating oil, kerosene, electricity and gasoline combined with the indirect cost of these on the price increases of food, medical care, clothes and other essentials, threaten and cause many families extreme financial hardship. Low-middle income working people, families on fixed income, disadvantaged and handicapped people on marginal budgets and older people living on retirement income incur financial burdens most difficult to bear. In response to these conditions, the Council worked on two high priority areas:

Neighbors Helping Neighbors With Energy Forum. The Council, for the second year, coordinated a statewide forum convened on September 30, 1980 by Governor Brennan and attended by 200 church leaders, businessmen, labor leaders, service club officials and volunteers. The forum's goals were to:

Bring together citizens who shared a mutual concern for our neighbors and our energy economic condition to encourage private/voluntary energy education, conservation and self-help endeavors, particularly through cooperative community or church based neighbor to neighbor self-help groups; and to encourage leaders attending the forum to make a personal commitment to serve in their home towns as catalysts for achieving energy education, conservation and self-help through cooperation among groups and communities. The Energy Resource Packet compiled by the Council was distributed to forum participants and, by request, to members of the 110th Legislature, to members of the Maine media and in response to 150 citizen requests. The Council actively supported efforts in two Maine communities to develop self-help energy groups. It has authorized expanding this effort to encourage additional community efforts next year.

Low-Income Home Energy Assistance. The Council's Energy Advisory (sub)Committee was created this year at the request of the Governor and in response to a public need to participate in developing, implementing and monitoring the 1980 Home Energy Assistance Program administered by the Division of Community Services. The Committee served as a convenor of public forums, as a means of communication and negotiation among interested parties, and forwarded policy recommendations to the Division of Community Services regarding:

Program outreach, minimum administrative costs, provision of maximum benefits to Maine's most needy citizens, and full utilization of the state's allocation for energy assistance. The Committee worked diligently, in cooperation with the Governor's office, the Division of Community Services and the federal government to seek re-allocation of federal funds unspent by other states.

The Energy Advisory Committee will increase its activities next year in the areas of weatherization, low-income energy assistance and Neighbors Helping Neighbors.

Budget/Policy Analysis and Management. The Council focused on analysis of budgets, particularly relating to the Departments of Mental Health and Corrections and Human Services, while monitoring the Home Energy Assistance account and selected accounts in the Departments of Educational and Cultural Services and Transportation. Priority areas were community mental health, medical care, alcoholism, community social services, winterization, Aid to Families with Dependent Children, block grants and home based/long term care.

Families and Children's Services. The Council expressed its long standing concern for families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to provide employment and training for Aid to Families with Dependent Children and adults. The Council focus on these areas of concern, asserts its position that the family and the home is the primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Contracts. The Council, through its Performance Review Committee, monitored the development and execution of contracts for human services between state departments and community agencies. Working with the legislative committees and agencies of the Executive Branch, the Council worked to promote consolidation of contracts, improved contract administration, policy and greater accountability of services. Efforts toward these objectives will continue in the coming year.

Social Service Block Grants Task Force. This 15 member task force with a broad range of representation was created this year by the Council to insure increased community participation in the development of state policy decisions on social services. The task force will work closely with the Legislative and Executive departments to formulate recommendations on alternatives and proposed adjustments to the availability, organization, administration and funding of social services to meet the priority needs of Maine citizens in the most practical and fiscally sound manner consistent with the public taxes and private contributions that Maine people are able to pay.

PUBLICATIONS:

Child Abuse and Neglect Report (free)
Maine's Hidden Poor in Substandard Housing (free)
Summary and Record of Eight 1977 Community Forums on Human Services (free)
Statement of Concern on the Budget Process, 1978 (free)
Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)
Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980 (free)
Neighbors Helping Neighbors With Energy-Resource Packet (free)
Food Stamp Report (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,809	19,261			42,548	
Retirement	8,921	2,389			6,532	
Rents	7,671	345			7,326	
Commodities	872	449			423	
Transfers to Other Funds	271				271	
Other Contractual Service	27,644	22,591			5,053	
TOTAL EXPENDITURES	107,188	45,035			62,153	

BUREAU OF INCOME MAINTENANCE

PAUL A. LeVECQUE, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 446 *Legislative Count:* 509

Organizational Units:

Support Enforcement and Location Unit
Income Maintenance Unit
Work Incentive Program
Quality Control Unit

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food

Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau administers the Work Incentive Program and supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. As the result of Bureau the Departmental reorganization in 1969 and 1974, the Bureau established two major program units—Income Maintenance, Work Incentive—and an Administrative Support Unit. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by 110th Maine State Legislature to be effective September 18, 1981.

PROGRAM: The most significant accomplishments of the Bureau during FY 81 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 80, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,569 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, thirty-four percent by the State Government and sixteen percent by county government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Bureau is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

Work Incentive Program. The Work Incentive Program (WIN) in Central Office is responsible for program direction and supervision, liaison with the Manpower Agency, WIN Program monitoring and evaluation, program administration and liaison with other State agencies. The program is implemented through the Department's regional offices. Its efforts are designed to reduce dependence on welfare. Registration with the WIN program of certain non-exempt individuals is one of the criteria for AFDC eligibility. The program is jointly administered by Maine Employment Security Commission and the Bureau of Social Welfare; Maine Employment Security Commission provides the manpower services, Bureau of Income Maintenance the necessary social and supportive services (i.e., child care). There are projects in all regions. In overall performance the Maine WIN Program rates high in New England according to standards set by the Boston Regional Office. This program was transferred to the Bureau of Social Services effective July 1, 1981.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,559,137	989,226	22,408		2,547,503	
Retirement	632,155	171,245	4,216		456,694	
Computer Services—State	315,117	108,300	15,143		191,674	
Rents	51,595	23,381	9,452		18,762	
Commodities	31,298	11,219	23		20,056	
Grants—Subsidies—Pensions	74,441,430	28,819,921	4,913,921		40,707,588	
Buildings and Improvement	63,074		19,528		43,546	
Equipment	22,079		5,365		16,714	
Transfers to Other Funds	75,159		12,508		62,651	
Other Contractual Service	1,161,706	521,835	506,124		133,747	
TOTAL EXPENDITURES	80,352,750	30,645,127	5,508,688		44,198,935	

INTERDEPARTMENTAL COORDINATING COMMITTEE (OADAP)

MICHAEL R. PETIT, CHAIRMAN

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2781
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 158; *Citation:* 22 M.R.S.A., Sect. 1366

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 81.

OFFICE OF LEGAL SERVICES

JAMES E. SMITH, SENIOR ASSISTANT ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2226
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	294,598	151,014			143,584	
Retirement	36,482	15,688			20,794	
Rents	1,733				1,733	
Commodities	3,508	1,282			2,226	
Equipment	2,030				2,030	
Transfers to Other Funds	3,920				3,920	
Other Contractual Service	54,554	13,594			40,960	
TOTAL EXPENDITURES	396,825	181,578			215,247	

OFFICE OF MANAGEMENT AND BUDGET

JOHN D. WAKEFIELD, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 1

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, and the Division of Personnel and Labor Relations.

PROGRAM:

Cost Allocation. The Department completed a new plan for the allocation of administrative costs to programs for use in fiscal year 1981-1982 and thereafter. The plan is used for the purpose of determining the federal share of administrative costs of those programs where federal matching funds are available for administration.

Plant and Office Services. The Department moved to new regional quarters in Calais and Skowhegan in fiscal year 1980-1981 and began planning for enlargement and improvements in Portland.

Program Justification Report. The Department completed its Program Justification Report and submitted it to the Committee on Audit and Program Review of the Legislature. The report identifies and describes 108 programs for study and consideration by the Committee.

Audit Division. The Department of Human Services Audit Division is made up of two units, the Social Services Audit Unit and the Health Care Audit Unit.

The Social Services Audit Unit completes audits of grants and contracts funded under Title XX, Title III, Title VII, OADAP, PSSP and WIC. These grants and contracts represent a purchase of social service agreement between non-profit provider agencies and the Department of Human Services. The audits verify payment to the agencies, determine that the purposes for which the funds were expended were proper, and that the terms of the contract were observed. The audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Unit audits hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and E.P.S.D.T. units on an annual basis for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. This unit reviews budgets and establishes the operating interim per diem rate that will be assigned to the above mentioned facilities. This rate is subject to retroactive adjustments at year end. This unit is also available to handle other specialized audits of Health Care Programs, such as services provided by physical and occupational therapists, physicians, pharmacies, etc.

Affirmative Action Office. The Affirmative Action Officer is responsible for the Department's compliance with state and federal equal employment laws. She provides advice, technical assistance and comprehensive training to management. She also acts as an employee advocate in providing informal career counseling and information on employment rights. She processes grievances of illegal employment discrimination and attempts informal settlement whenever possible.

By October 1, 1980 all supervisory personnel at DHS will have received basic training in equal employment law, and their responsibilities in complying with these laws. The training is being done by the AAO and Staff Education Unit. Human Services will be the first large department to undertake and complete such comprehensive training. Future training in more complicated aspects of EEO/AA are a priority of the office.

The Affirmative Action Officer monitors DHS personnel actions, processes requests for "reasonable accommodations" for handicapped employees and acts as a liaison to women's groups, minority organizations and advocates for the handicapped. In the future the AA Office will extend its training, monitoring and technical assistance to contractors of the Department.

The AAO Officer also has the responsibility of dealing with state and federal compliance agencies should a formal complaint or review be instigated against the Department. There have been no such actions taken in the last year. This is in part due to the fact that there is an inhouse specialist who can find, monitor and resolve small problems before they turn into formal complaints.

The AAO writes regular articles on employment rights and responsibilities for publications inside and outside the Department, and has written "What Is Discrimination?", a pamphlet on basic equal employment law.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff coordinate that training by working with program administrators and field staff. Training is provided by Unit staff, other Department personnel, or outside consultants. Training programs are presented at various locations around the state, utilizing state facilities when possible. Programs are available to virtually every employee of the Department and cover such varied areas as basic skills and knowledge, career development, and individual development. Funds are available to support employee participation in undergraduate and graduate courses, workshops and seminars, and other educational programs. Attendance at such programs is recorded on a computerized Staff Training Record System, which make completion reports available to participating employees and Department Administrators.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Administration.

BOARD OF REGISTRATION IN MEDICINE

JOHN B. MADIGAN, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary
ANGELINA HUBERT, Executive Secretary

Central Office: 100 College Ave., Waterville *Telephone:* 873-2184
Mail Address: 100 College Ave., Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 3½ *Legislative Count:* 0

Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. Six members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; one member must be a representative of the public. The Board meets in July of uneven- numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

PROGRAM:

Meetings. The Board holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held in January, May and September.

During FY 81, agents of the Diversion Investigative Unit met with the Board on two occasions to present various investigatory reports. Representatives of the Maine Public Broadcasting Network also met with the Board to discuss a proposed request for grant monies to fund a series of health education programs for the general public.

One Board member and one member of the staff attended the Annual Meeting of the Federation of State Medical Boards. The Board's Secretary, a member of the FLEX Test Committee was elected to the Federation's Board of Directors for a term of three years.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. When FLEX was initially conducted in June, 1968, Maine was one of the original seven states to participate. Thirty candidates were present at the first FLEX. Now in its fourteenth year, FLEX has been adopted by all fifty states, the District of Columbia, Virgin Islands, Guam, Canal Zone and the Canadian Province of Saskatchewan. It provides a uniform nationwide standard for medical licensure. It is conducted simultaneously throughout the country in June and December each year. In 1980, 554 physicians, mostly foreign medical graduates, were admitted to the FLEX conducted in the State of Maine.

During FY 1981 a total of 409 medical doctors were issued permanent licensure to practice medicine; 256 by examination and 153 by endorsement of credentials. Forty-one physicians requested and were granted reinstatement of their Maine license.

At the close of the reregistration period, October 1, 1980, 4647 medical doctors had reregistered with this Board: 1757 Maine residents; 2890 out-of-state residents. On June 30, 1981 Board records showed 1852 medical doctors licensed and living in Maine. This reflects a net gain of 48 medical doctors during FY 1981.

One hundred forty-eight temporary or limited licenses were issued: thirty-five locum tenens, fifty-three camp (seasonal licenses) and sixty temporary educational permits for hospital residents.

Thirty-eight physicians applied for and were granted approval to supervise physician extenders; twenty-two physician's assistants were issued certificates of qualification and registration. Currently there are eighty-seven physician's assistants rendering medical services in Maine.

Investigations and Actions. The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. During 1980, forty-five complaints/reports were filed. The Board responds, in varying degrees, to each and every complaint.

The greatest proportion of the complaints received were non-jurisdictional cases. These include for example, fee disputes, patients trying to obtain access to their medical records, complaints against the physicians' office personnel and other matters. In these cases, very often there is no cause for legal action against the physician but the Board tries to mediate with the licensee or refers the complaint to the appropriate agency. Four complaints were resolved by mediation; five were referred to another agency. Nine complaints were dismissed. Seventeen investigations were conducted: three physicians were reprimanded, two are under surveillance, two were sent advisory letters; four formal hearings and eight informal hearings were conducted by the Board. After hearing, one license was revoked pursuant to 5 MRSA Section 10004 (1) and 32 MRSA Section 3282 (1), one physician was denied licensure for violating the integrity of the exam, one was reprimanded, five physicians voluntarily surrendered their DEA certificates, two cases were dismissed for insufficient cause. One physician voluntarily surrendered his license and one physician's assistant voluntarily surrendered his certificate. Six cases were pending on December 31, 1980.

Legislation. L.D. 1386, An Act to Include Health Education for the General Public as a Medical Education Program Conducted by the Board of Registration in Medicine, and L.D. 1389, An Act Concerning Approval of Graduate Educational Programs by the Board of Registration in Medicine, both proposed by the Board, were enacted by the 110th Legislature.

Grants. Pursuant to 32 MRSA Subsection 3269 (10), the Board disbursed funds accumulated through the receipt of licensure fees to the following agencies: 1. Department of Educational and Cultural Services for securing spaces for the admission of qualified Maine residents to the University of Vermont, Tufts, Dartmouth and Boston University Medical Schools; 2. Medical Care Development, Inc. for the continuation of a registry of continuing medical education scheduled to be held in the State of Maine and for the development of four programs in continuing medical education, Category 1 programs, within the State.

Other Activities. Incoming and outgoing mail totaled 26,802 pieces this year: 12,400 outgoing, 14,400 incoming. In addition to routine tasks, the Board: voted to accept for Category 2 credit requirements for continuing medical education, educational programs sponsored by Osteopathic medicine; approved a change in the scoring policy for FLEX examinees whereby the FLEX Weighted Average would be truncated to a whole number; ruled that Board funds for medical education programs may not be granted to individual persons or individual hospitals; agreed to look into the costs and feasibility of a computer system for the Board in order to assume or continue the biennial physician survey and maintain the Maine-specific data collection begun in 1976 by the Bureau of Health Planning and Development; reviewed reports from the U.S. General Accounting Office, the American Association of Medical Colleges and the Federation of State Medical Boards concerning the growing concern on the part of governmental and licensure officials regarding the deficiencies of certain foreign medical schools and the number of U.S. students attending these schools and returning to the U.S. to practice medicine; approved payments of $11,000 per year for services rendered by the Department of the Attorney General; declared that medical services that are considered "moonlighting assignments" may be performed only by permanently licensed physicians; reviewed the AMA Council on Medical Education recommendations to state boards that they reconsider and reverse their positions urging and accepting specialty board certification and evidence of continuing competence for the purpose of reregistration; ruled that the activities of spiritual healers are not in violation of the medical practice act; reviewed and accepted for filing Liability Claims Reports submitted by the Bureau of Insurance; and appointed a committee to handle matters pertaining to Sunset Review.

LICENSES, PERMITS, ETC.:

License:
- License to Practice Medicine and Surgery
- Certificate of Reregistration
- License to Practice Medicine and Surgery as a Camp Physician
- License to Practice Medicine and Surgery as Locum Tenens
- Temporary Educational Permit
- Physician's Assistant Certificate of Qualification
- Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Directory 1980-1981 ($8.00)—Available Aug./Sept. 1981

(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants

(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,580		56,580			
Retirement	8,090		8,090			
Rents	5,595		5,595			
Commodities	1,242		1,242			
Grants—Subsidies—Pensions	20,000		20,000			
Equipment	3,732		3,732			
Transfers to Other Funds	2,129		2,129			
Other Contractual Service	82,576		82,576			
TOTAL EXPENDITURES	179,944		179,944			

BUREAU OF MEDICAL SERVICES

JAMES H. LEWIS, DIRECTOR
BEVERLY JOHNSON, Assistant Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2674
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 137 *Legislative Count:* 152

Organizational Units:
Bureau Administration
Division of Medical Claims Review
Division of Licensing and Certification
Division of Surveillance and Utilization Review

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing program. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services (ICF), Catastrophic Illness (CI) and Free Drugs for Maine's Elderly. The Boarding Home Program was transferred to this Bureau at the close of this fiscal year. The need for effective administration of these programs is indicated by their aggregate expenditure and its influence on the State budget, Maine's health care delivery system, and the health status of Maine's citizens. The total expenditure for these programs during the most recent fiscal period (FY 81) was approximately $160 million. The Bureau is also responsible for the licensure and certification of hospitals and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Department's medical and health related programs were consolidated under the Office of the Health and Medical Services. The Bureau administers the programs through the following operational units: Bureau Administration, Division of Medical Claims Review, Division of Surveillance and Utilization Review and Division of Licensure and Certification. Bureau Administration provides the overall direction for the

Bureau and coordinates the activities of the operational units, promulgates rules, and maintains state plans and related document, and oversees the activities necessary for fiscal accountability and budgeting purposes.

The Division of Medical Claims Review receives approximately 3,000,000 claims per year. This unit has developed and maintains a highly sophisticated data processing system to process these claims for payment. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division. The Division of Surveillance and Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity of services reimbursed by the Department.

The Division of Licensing and Certification Unit surveys hospitals and other medical institutions to determine if they meet the regional standards for licensure. This unit also is responsible for surveying providers who desire certification under Medicare and/or Medicaid.

PROGRAM: The most significant accomplishments of the Bureau during FY 81 were: obtaining federal certification of the Medicaid Management Information System (MMIS)*, achieving a long standing goal of paying for medical services in a timely manner, developing a capacity to identify and obtain payments from other third parties, and the adoption of new licensing regulations and related reimbursement policies to provide for a network of small group homes for the mentally retarded.

*This resulted in a significant increase in Federal Financial Participation for the MMIS component of the program.

Medical Care Services. The Medicaid Program provided payment for approximately 150,000 Maine citizens. These individuals qualify for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or are determined to meet the eligibility criteria as a "medically needy" individual or family. The following medically necessary services are covered when provided by: Ambulances, Chiropractors, Family Planning Clinics, Home Health Agencies, Hospitals, Independent Laboratories, Suppliers of Medical Supplies and Equipment, Mental Health Clinics, Physicians, Podiatrists, Pharmacy Services, Psychologists, Rural Health Clinics, Skilled Nursing Facilities, and Speech and Hearing Clinics. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 3,600 medical providers are enrolled in the program to provide the services. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 70%.

Intermediate Care Services. This program became part of the Medicaid Program in 1972. This program is for eligible recipients who require nursing home care. During FY 81 the program served an average 7,000 aged or disabled individuals monthly who were residents of the 140 facilities scattered throughout the State. The program was expanded in July 1980, to serve an additional 600 residents of homes designed to offer rehabilitation and habilitation programs specifically related to the needs of mentally retarded individuals. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 70% under the Medicaid Program.

Catastrophic Illness Program. This program was implemented on July 1, 1974, and only six other States have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but are not sufficiently covered by private insurance and do not qualify for Medicaid benefits or some other federally funded program. During FY 81 approximately 1200 Maine residents received assistance with their medical bills. The services covered under this program are limited to services provided by: Ambulances, Suppliers of Medical Supplies and Equipment, Hospitals, Independent Laboratories, Physicians, Pharmacy Services, and Skilled Nursing Facilities.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need help paying for prescription drugs, and did not qualify for Medicaid benefits or some other program. A copayment of $2.00 for each prescription is required. Approximately 23,000 elderly Maine citizens received assistance in paying for an average of 10,000 prescription drugs per month during FY 81. Only life-sustaining-drugs for heart, hypertension and diabetes are covered under this program.

LICENSES, PERMITS, ETC.:

Application for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, State House, Augusta, Maine 04333 (Tel. 289-2606) or at 99 Western Avenue, Augusta, Maine.

(1) Hospitals
(2) Boarding Homes
(3) Skilled Nursing Facility
(4) Intermediate Care Facilities
(5) Intermediate Care Facilities for the Mentally Retarded

Application for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

(1) Maine Medical Assistance Manual
(2) Regulations for the Licensure of General and Specialty Hospitals
(3) Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities
(4) Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded
(5) Regulations Governing the Licensing and Functioning of Boarding Homes
(6) Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
(7) Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,939,820	657,380			1,282,440	
Retirement	340,006	114,223			225,783	
Computer Services—State	1,416,486	74,446			1,342,040	
Rents	51,406	11,347	594		39,465	
Commodities	89,770	65,337			24,433	
Grants—Subsidies—Pensions	168,525,518	55,280,164			113,245,354	
Equipment	17,450				17,450	
Transfers to Other Funds	59,893		—21		59,914	
Other Contractual Service	827,586	406,024	1,821		419,741	
TOTAL EXPENDITURES	173,267,935	56,608,921	2,394		116,656,620	

STATE BOARD OF NURSING

RICHARD L. SHEEHAN, PRESIDENT
JEAN C. CARON, R.N., Acting Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-2921
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 8

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During FY 81, the Board met in twelve regular and two special sessions, for a total of fourteen days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; attended Legislative Committee hearings relevant to the Board; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1980-81, the examination for registered nurse licensure was administered on July 9-10, 1980 and February 3-4, 1981 and the examination for practical nurse licensure on October 21, 1980 and April 14, 1981. Both the registered nurse examination and the practical nurse examination are now given on the exact same dates in all states and jurisdictions of the U.S. that participate in the State

Board Test Pool (54). The use of national testing dates has done much to reduce the security problems previously associated with the administration of the examination in several states.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1980—June 30, 1981

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	365	331	34	56	43	13
Other States	49	47	2	3	3	0
Other Countries	8	1	7	21	3	18
Total	422	379	43	80	49	31

*90.7% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE
July 1, 1980—June 30, 1981

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	181	179	2	3	3	0
Other States	3	3	0	0	0	0
Other Countries	4	1	3	3	0	3
Candidates on basis of:						
Equivalent Preparation	76	75	1	3	0	3
Armed Serv. Med. Train.	34	26	8	0	0	0
Total	298	284	14	9	3	6

*98.9% of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT
July 1, 1980—June 30, 1981

Registered Nurses		Licensed Practical Nurses	
From Other States	435	From Other States	136
From Other Countries:		From Other Countries:	
with examination	4	with examination	1
without examination	11	without examination	2
Total	450	Total	139

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1980—June 30, 1981

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	424	287
Endorsement	450	138
Renewal	9,689	3,191
Reinstatement	277	167
Total	10,840	3,783

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of apersons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing*.

During FY 81, site visits were made to two basic educational programs in nursing: University of Maine School of Nursing and Westbrook College Department of Nursing Education. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the two programs. Presently Maine has fourteen Board-accredited educational programs in nursing; nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; and the Westbrook College Department of Nursing Education, Portland. A third type is the baccalaureate degree nursing program, which includes St. Joseph's College Department of Nursing, North Windham; and the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at CMVTI, EMVTI, NMVTI, SMVTI and KVVTI.

Summary of Board Action. A brief summary of Board action in FY 81 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the licensing examinations for registered nurse licensure and practical nurse licensure.

—reviewed results of all licensing examinations and statistical reports on each series or form.

—devoted 3 days to reviewing drafts of test items for future licensing examinations.

—denied a request for admission to the practical nurse licensing examination based on armed services training on basis that experiences as a veterinary technician do not meet Maine's requirements.

—denied a request for admission to the practical nurse licensing examination based on equivalent preparation on basis that it had been 16 years since applicant completed a professional nursing education program.

—denied two requests for approval for practice as nurse practitioners on basis that applicants did not meet criteria set forth in Chapter VIII of Board's Rules and Regulations.

—reviewed, initiated and took necessary action on twenty-one complaints of alleged unsafe or illegal nursing practice, including placing three licenses on probationary status and accepting the voluntary surrender of five licenses.

—responded to requests relating to questions on the scope or nature of nursing practice.

—reaffirmed the Board's position regarding the administration of intravenous therapy by licensed practical nurses.

—affirmed that practical nurses licensed by waiver or by equivalent preparation may administer medications if competent to do so.

—voted to grant initial approval to a proposal for a pilot program to train Homemaker-Home Health Aides within the framework of a basic nurse assistant program.

—voted to continue to approve the planning stages of the Vocational Technical Institute's proposal for upgrading the L.P.N. to A.D.N.

—voted to continue to approve the planning stages of E.M.V.T.I.'s proposal to satellite its practical nursing program to Hancock County.

—voted to grant a one year extension to K.V.V.T.I.'s proposal on a pilot project on articulated approach to career mobility from C.N.A. to L.P.N.

—denied request from Bureau of Corrections for Board to revise Chapter V of the Rules and Regulations for the purpose of allowing staff personnel to administer medications to residents of the Youth Center following completion of a special pharmacology course.

—voted to grant tentative approval to Osteopathic Hospital of Maine's proposed Nursing Externship Program.

—voted to use the TOEFL Examination, with a passing score of 550, to test English language skills for purposes of licensure by endorsement for Canadian applicants who took the

CNATS Examination in French.

—voted to review and revise the *Standards for Nursing Associate Programs.*

—voted to review and revise the *Rules and Regulations.*

—voted to revise and combine the *Standards for Educational Programs in Nursing* and *A Guide for Health Agencies Interested in Providing a Clinical Field for Nursing Students.*

—appointed Board Committees for FY 81.

—was represented at the annual meeting of the Northeast Council of State Boards of Nursing held in Delaware.

—submitted nominees for office for the National Council of State Boards of Nursing.

—submitted nominees for item writers for future practical nurse licensing examinations to the National Council of State Boards of Nursing.

—agreed to join the National Council of State Board of Nursing's Disciplinary Data Pool.

—placed on record a copy of the Maine State Nurses' Association's Resolution to award its first distinguished service medal to Marion M. Klappmeier, R.N., former Executive Director for the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

License:
- Registered Professional Nurse
- Licensed Practical Nurse
- Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)
- Law Regulating the Practice of Nursing
- Rules and Regulations of the Maine State Board of Nursing
- Standards for Educational Programs in Nursing
- Standards for Nurse Associate Programs

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,942		85,942			
Retirement	13,972		13,972			
Computer Services—State	2,111		2,111			
Rents	12,503		12,503			
Commodities	2,049		2,049			
Equipment	902		902			
Transfers to Other Funds	2,310		2,310			
Other Contractual Service	42,618		42,618			
TOTAL EXPENDITURES	162,407		162,407			

STATE BOARD OF OPTOMETRY

EDWARD E. MEYERS, O.D., PRESIDENT
NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: 79 Hardy Street, Presque Isle *Telephone:* 762-2291
Mail Address: 79 Hardy Street, Presque Isle, Maine 04769
Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415
Average Count--All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held two meetings during FY 81 on 10/5/80 and 6/13/81. On June 13 and 14, 1981, optometry examinations were administered to 16 candidates, all of whom passed successfully. The 16 candidates were registered and licenses issued to them. Also, the Board issued 163 active, 55 nonactive and 25 auxiliary office licenses. Six nonactive and one active license were revoked for default of payment of license renewal fees.

LICENSES, PERMITS, ETC.:
License:
Optometrist
Diagnostic Drug License

PUBLICATIONS:
"The Maine Optometry Law", 1980—free on request

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,015		2,015			
Commodities	88		88			
Transfers to Other Funds	458		458			
Other Contractual Service	6,767		6,767			
TOTAL EXPENDITURES	9,328		9,328			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD K. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: High Point Drive, Saco *Telephone:* 772-5368
Mail Address: R.F.D.#3, High Point Drive, Saco, Maine 04072

Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty dollars per year, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.:

- License:
  - To Practice, including Physician's Assistants
- Certificate:
  - Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	200		200			
Transfers to Other Funds	332		332			
Other Contractual Service	6,506		6,506			
TOTAL EXPENDITURES	7,038		7,038			

PARTICIPATION REVIEW BOARD (TO MARIJUANA THERAPEUTIC PROGRAM)

BRIAN M. DORSK, CHAIRMAN
RICHARD M. CLARK, Research Associate

Central Office: 32 Winthrop St., Augusta; *Floor:* 2 *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1979 *Sunset Termination Scheduled to Start by:* September 14, 1981

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 369; *Citation:* 22 M.R.S.A., Sect. 2405

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the Participation Review Board (to the Marijuana Therapeutic Program) is to review and approve or deny practitioners for participation in the program. A practitioner who has been approved for participation may prescribe marijuana to only those patients who are undergoing cancer chemotherapy or suffering from glaucoma and are in a life-threatening or sense-threatening situation, and who are not responding to conventional treatment or who are suffering severe side effects even though conventional treatment is proving effective.

ORGANIZATION: The Commissioner of Human Services, appoints the Participation Review Board to review practitioners for participation in the program. The board serves at the commissioner's pleasure and consists of: a physician licensed to practice in this State and certified by the American Board of Ophthalmology; a physician licensed to practice in this State and certified by the American Board of Internal Medicine and also certified in the subspecialty of medical oncology; and a physician licensed to practice in this State and certified by the American Board of Psychiatry. Members of the board may be reimbursed for their attendance at meetings at the rate of $40 per day.

PROGRAM: Because the National Cancer Institute, the U.S. Food and Drug Administration, the Drug Enforcement Administration and the National Drug Abuse Administration have not approved the States protocol, no physician is qualified to dispense marijuana under the State program. Resultantly the Board has not met or conducted any business.

In the past year, however, the FDA reversed its policy on the use of THC capsules and these capsules (pills) are now available to qualified patients under a program approved by the FDA and sponsored by the National Cancer Institute.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

LESLIE M. OHMART, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine *Telephone:* 783-9769
Mail Address: 1 Northwood Road, Lewiston, Maine 04240

Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1.5 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 81, the Board of Commissioners of the Profession of Pharmacy licensed 838 pharmacists (858 the previous year), 32 qualified assistants (increase of 1 from last year), and issued some 261 pharmacy licenses (as compared to 275 last year). Reciprocity was granted to 18 pharmacists this year in comparison to 11 last year. Of the 9 taking the examination in January, 8 successfully passed the NABPLEX. Of the 18 taking the examination in the spring, the results are not known at the present. 19 Inactive Registered Pharmacists, New Legislative Category and 134 wholesale registrations were issued compared to 127 last year.

The Board met ten times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., at the Knox Room, Augusta Civic Center, Augusta, Maine, as well as at other times as required. This started in February as the monthly meeting schedule. During the year, the Board sent one notice to all registered pharmacies in the State of Maine. This covered Ch. 3, Rule 4—Pharmacies; and Ch. 3, Rule 12—Prescription Copies.

The laws pertaining to pharmacy, as revised in 1977, are available upon request at no charge as well as being placed in all registered pharmacies. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law.

Mandatory continuing education is in the sixth year, requiring some 15 hours of Continuing Education (CE) credits for re-registration.

LICENSES, PERMITS, ETC.:
License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	31,024		31,024			
Retirement	3,257		3,257			
Rents	744		744			
Commodities	379		379			
Transfers to Other Funds	1,330		1,330			
Other Contractual Service	23,680		23,680			
TOTAL EXPENDITURES	60,414		60,414			

EXAMINERS OF PODIATRISTS

DAVID HUTCHINS, D.P.M., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: 100 College Avenue, Waterville *Telephone:* 873-2184
Mail Address: 100 College Avenue, Waterville, Maine 04901

Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary- treasurer of the Board of Registration in Medicine also serves as secretary- treasurer of the Examiners.

PROGRAM: The Podiatric Practice Act requires that meetings of the Board be held in March, July and November. The Examiners met in July and November, 1980; the March meeting was canceled for lack of a quorum.

During FY 81, one podiatrist was examined and licensed. Renewal notices were mailed to forty-eight (48) registrants on April 1; as of June 30, forty-two podiatrists had renewed their license to practice in Maine: twenty-six (26) Maine residents, sixteen (16) out-of-state residents.

L.D. 603 An Act to Increase the Fees and Provide for Continuing Education of Podiatrists, as proposed by the Examiners, was enacted by the 110th legislature. According to the new law, beginning with the July 1983 licensure renewal, podiatrists will be required to submit evidence of continuing education during the years 1981 and 1982. Another amendment to the Podiatric Practice Act enacted during 1981 provides that podiatrists who use narcotics, hallucinogenic or habit-forming drugs are subject to disciplinary action.

The Board received two complaints against a Maine podiatrist this year. One was investigated and resolved; the second is still pending.

In addition to routine activities, the Board: defined the statutory phrase pertaining to endorsement of National Board examinations by declaring that the phrase "successfully passing the written exam" shall be construed to mean that the applicant has attained a minimum score of 75 in each subject of the National Board examination and that he may be declared a Diplomate of the National Board of Podiatry Examiners; and reviewed and adopted as the basis for renewal of licensure, the guidelines for continuing education developed by the Maine Podiatry Association.

LICENSES, PERMITS, ETC.:
License:
License to Practice Podiatric Medicine and Surgery

PUBLICATIONS: Roster of licensed Podiatrists (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50		50			
Transfers to Other Funds	18		18			
Other Contractual Service	280		280			
TOTAL EXPENDITURES	348		348			

OFFICE OF SPECIAL PROJECTS

DIANA C. SCULLY, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: July, 1979 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144P; *Citation:* 22 M.R.S.A., Sect. 1

PURPOSE: In July 1979, Commissioner Petit established the Office of Special Projects to pursue several initiatives, on behalf of the Brennan Administration, for improving programs administered by the Department of Human Services. There have been initiatives in five major areas; foster care for children, long term care for adults, maternal and child health services, families, and work opportunities for welfare recipients.

Unlike most other units within the Department, the Office of Special Projects is responsible for considering issues which cut across the lines of authority of the three deputy commissioners (Health and Medical Services, Social and Rehabilitative Services, and Management and Budget). This broad, cross-cutting focus is one of the unique characteristics of the Office.

ORGANIZATION: The staff core of the Office of Special Projects consists of a full-time Director, who reports directly to the Commissioner, and a half-time Clerk Typist. These positions have been funded by a variety of federal funding sources.

Five special project positions, reporting to the Director, have been funded when additional outside funds have become available for the specific purpose of supporting the Administration's human services initiatives. The average life of these positions has been approximately 9 months.

PROGRAM: An approach used by the Governor and the Commissioner to carry out these initiatives has been to appoint citizens/government committees. The committees have been directed to examine and make recommendations regarding the programs involved in each of the five areas. An important aspect of this approach is that each committee has a short life of one year or less.

For each initiative, the Office of Special Projects has: analyzed statutes, rules, policies, practices and financing which direct and affect the programs under consideration; provided staff assistance to the citizens/government committee and assisted the committee to develop specific recommendations for improving the programs; and built consensus both within and beyond the committees about how best to carry out the recommendations.

For certain initiatives, (e.g., long term care and families) the Commissioner has delegated to the Office continuing responsibility even after the citizens/government committees have completed their work.

PUBLICATIONS:

Your Neighbor's Kid, Final Report, Governor's Task Force on Foster Care for Children. October 1980.

Healthy Parent: Healthy Child, Final Report, Governor's Task Force on Maternal and Child Health. September 1980.

1980 Blaine House Conference on Families: A Report to Governor Joseph E. Brennan on Conference Proceedings and Recommendations. September 1980.

Long Term Care Dilemmas: Perceptions and Recommendations, Final Report, Governor's Task Force on Long Term Care for Adults. October 1980.

Women, Work and Welfare, Final Report, Work Opportunities Committee. June 1981.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $34,000 in FY 81 and are, by administrative decision, included with those of the Bureau of Administration.
SPECIAL NOTE: The following monies were expended for the special committees: Maternal and Child Health-$30,000, Foster Care-$50,000, Long Term Care-$30,000, and Work Opportunity Committee-$14,000.

OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS

THOMAS R. LaPOINTE, DIRECTOR
ROY A. WHITCOMB, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3707
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144C; *Citation:* 22 M.R.S.A., Sect. 3

PROGRAM: This unit did not submit an individual report.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

HOWARD E. LIND, DIRECTOR
ROBERT C. ERICSON, Assistant Director

Central Office: 221 State St., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1902 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 1

PURPOSE: The major function of the Division is to render support to the Bureau of Health programs; secondly to develop a Laboratory Improvement Program by providing Federal and State guidelines for quality standards for clinical and environmental water-testing laboratories; and thirdly, to provide laboratory support to other State agencies when requested.

ORGANIZATION: The Public Health Laboratory operates as a unit of many disciplines and is divided into several sections based on individual training, education, experience and expertise for the performance of requested laboratory tests (over 500,000 per year). These activities are supported from three major sources: 1) State funding—25%; 2) Federal Service Grant—15% and 3) Fee-for-Service as Dedicated Revenue—60%.

PROGRAM: In FY 81, the Laboratory provided laboratory support to the following Bureau of Health programs:

Program Supported	*Support Activities*
Immunization	Rubella-screening and immunizations Biologic distribution for immunization, T.B., V.D., and communicable disease programs.
Epidemiology	Bacteriology, virology, serology, parasitology, mycology—screening, diagnosis and test of cure.
Tuberculosis Control	Sputum smear for A.F.B.; Sputum culture for T.B. and other mycobacteria—Atypical Sensitivity testing against six chemotherapeutic agents.
Venereal Disease Control	Gonorrhea screening, diagnosis, and test of cure; Syphilis screening, diagnosis, and test of cure.
Genetic Diseases	Hypothyroidism; P.K.U. (Phenylketonuria); Maple syrup urine disease; Homocystinuria; Galactosemia; Tyrosinemia.
Child Health	Screening and diagnosis; Erythroprotoporphrin; Lead analysis.
Community Environmental Health	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Bacteriological testing for safety (potability); Microscopic (parasitological); Chemical (excess residues).
Drinking Water	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Tri-halo methanes from sources of drinking water; Herbicides and pesticides; Certification of water-testing labs under Safe Drinking Water Act.

Occupational/Radiological Health	Wiscasset reactor; Environment (foods, seaweed, milk, other inanimate objects); Wipe testing; Organic solvents contamination; Atmospheric gases and dusts.

For economic reasons, the voluntary Proficiency Testing phase of the Laboratory Improvement Program was terminated January 1981. In its place greater emphasis has been placed on workshops, telelectures and consultation, both in-house and in the field.

Environmental water testing laboratories were surveyed for certification under the Federal Safe Drinking Water Act. There are now 22 water testing laboratories certified for bacteriological and/or chemical analyses of public water supplies.

In addition to the various Laboratory activities conducted by the Division in support of programs of the Bureau of Health, Laboratory support was rendered in FY 81 to other state agencies, including: (1) horse racing chemistry for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3) toxicology for the Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood-breath alcohol for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) Laboratory Improvement Program for Licensing and Certification Division, which licenses as well as approves clinical laboratories for Medicare-Medicaid reimbursement; and (10) arson testing for the Department of Public Safety.

The following services were provided to local health departments: microbiology-reference, diagnostic; venereal diseases testing; blood lead screening and testing; and various environmental services.

The fee-for-service system continued to provide the major source of revenue (60%) to conduct needed and requested laboratory testing services. This was equally divided among the Microbiology, Water, and Chemistry-Toxicology sections. Charges for services rendered are based on expenditures that are not supported by State or Federal funding. Fees are assessed by two categories: 1) Actual cost for diagnosis, and 2) handling charge both preferably on a prepayment basis. Charges scheduled as fee-for-service are filed annually with the office of Secretary of State.

The economic conditions which exist today indicate that resources will continue to be less readily available and that alternative practices will be adopted. New programs will come into existence and old programs will need to be continued. Thus the challenge facing the Public Health Laboratory is to be able to effectively respond to the constantly changing needs of the public.

LICENSES, PERMITS, ETC.:

- License:
  - Independent Clinical Laboratory
- Certificate:
  - Blood Alcohol Phlebotomist
  - Blood Alcohol Analyzer
  - Drug Analyzer
  - Breath Alcohol Testing Equipment
  - Water Testing (Public)

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,030,042.10 in FY 81 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect 1961

Average Count—All Positions: 69 *Legislative Count:* 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children, and school screening done in cooperation with the Department of Educational and Cultural Services. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of six full-time professional (4 consultants, 1 coordinator, 1 director) and four clerical central office staff and sixty-three full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division has become involved in other programs of prevention and detection such as lead poisoning, genetic disease, sudden infant death syndrome, and the development of standards of nursing and screening care for other programs like Early Periodic Screening Treatment and Diagnosis (EPSDT) Program and the Adult Health Assessment Program.

Direct services rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 81 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Genetic Disease Program, Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 100 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and crippled children clinics (such as cardiac, orthopedic, preschool development, cleft palate and cystic fibrosis), and adult health assessment clinics.

The Division of Public Health Nursing is increasingly becoming involved in standards- setting for nursing practices in the field (e.g. EPSDT, well child examinations, adult health, etc.) and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of school health services, sudden infant death, preschool examinations, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,327,210.54 FY 81 and are, by administrative decision, included with those of the Bureau of Health.

OFFICE OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER
JAMES CHAPLIN, Assistant

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect 3

PROGRAM: This unit did not submit an individual report.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,009,183	3,597,001			5,412,182	
Retirement	1,618,723	613,741			1,004,982	
Computer Services—State	244,898	52,456			192,442	
Rents	1,175,991	394,610			781,381	
Commodities	37,633	9,948			27,685	
Grants—Subsidies—Pensions	15,350	10,747			4,603	
Equipment	14,998	3,107			11,891	
Transfers to Other Funds	154,951				154,951	
Other Contractual Service	1,694,857	528,567			1,166,290	
TOTAL EXPENDITURES	13,966,584	5,210,177			8,756,407	

BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR
THOMAS A. LONGFELLOW, Deputy Director

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 215 *Legislative Count:* 48

Organizational Units:
Disability Determination Services
Office of Alcoholism and Drug Abuse Prevention
Vocational Rehabilitation Services
Division of Eye Care

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The

Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to visually handicapped individuals, including the prevention of blindness and administers the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and the Office of Alcoholism and Drug Abuse Prevention in 1973.

PROGRAM: The program of the Bureau is conducted through several service areas.

Vocational Rehabilitation Services. The major goal of Vocational Rehabilitation Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include interpreter services for the deaf; placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies.

During FY 81 the Vocational Rehabilitation Program received 3,520 new referrals, 830 clients were provided with services and closed rehabilitated in suitable employment and of this number, approximately 65% were severely disabled, while a total of 8,015 handicapped were served during the fiscal year.

Severely Disabled. With the emphasis of the Rehabilitation Act of 1973 and the decision of the Bureau to operate under an Order of Selection more and more severely disabled clients are being served and rehabilitated each year. Approximately 70% of all clients being served are severely disabled.

Special programs and services for the severely disabled include:

(a) Transitional housing for the mentally ill which deals with the personal, social, and interpersonal adjustment of this population. (Middle Street House—Augusta).
(b) Transitional housing for physically handicapped individuals requiring attendant care services. (Independent Living Center—Bangor).
(c) Transitional housing for the mentally retarded and others. (Pleasant Street House—Augusta).
(d) Transitional Employment Program for the mentally ill may be in effect in FY 81.
(e) Van modifications.
(f) Home modifications.
(g) Computer Programmer Training.
(h) Self-employment.

Job Placement. Job Placement is the ultimate goal of every client and the stated mission of the federal/state rehabilitation program. The vocational rehabilitation counselor is the major facilitator of job placement services. It begins with the mutual selection of an appropriate vocational goal and ends with a suitable placement; one that is appropriate and consistent with the skills and training of the individual. The Bureau does not work alone in placing its clients—

it often draws upon the expertise of CETA, WIN, Job Service, Private Rehabilitation Services, Facilities, etc. These efforts are enhanced by good preparation efforts such as job seeking skills, general and specific job development along with a good vocational choice.

Advocacy Program. The Bureau will be in October entering into its third year of administering a grant for providing advocacy services. The Client Assistance Project is contracted with the Handicapped Rights Project, a unit of HSDI of the University of Southern Maine. The focus is to assist clients in accessing better or more services if entitled from the Bureau of Rehabilitation and if needed assisting the applicant/client in accessing similar benefit services from other agencies of which they are equally entitled.

Staffed by attorneys, and paralegals the Handicapped Rights Project have made excellent strides toward ensuring that the rights of applicant/clients are identified and protected.

Services to the Deaf and Hearing Impaired. Implementation of a three year plan for an Office of Deafness, which includes the Model State Plan for VR services to deaf clients, is ongoing. The State Coordinator and (4) four Counselors (RCD's) provide effective communications with their deaf clientele.

The Registry of Deaf persons has been updated and includes a list of 1400 deaf persons. The State Coordinator administers several new contracts as a result of major legislative action. The interpreter law was expanded to include municipalities, State agencies, sub-commissions, and courts. In the interpreter program over 1300 hours of interpreting was provided to deaf citizens. Further, recent legislation signed by the Governor provides for a 70% telephone rate reduction for TTY users for long distance calls intrastate.

Identification cards for deaf persons are available through the BR free of charge to assist deaf persons in emergency medical, social, or legal situations where an interpreter may be needed to bridge the communication gap.

Social Security Disability (SSDI) and Supplemental Security Income (SSI). Programs come under the authority of Title II and Title XVI respectively of the Social Security Act and are 100% federally funded. Similar services are provided under this program. The thrust is towards rehabilitating only those clients who will be able to enter a level of competitive employment that will lead to the termination of SSDI or SSI benefits and offset the cost of vocational rehabilitation services provided in his/her rehabilitation. Statewide coordination is provided to assure adherence to federal regulations.

Independent Living Services. The Bureau of Rehabilitation's Center for Independent Living federal grant project, funded in September 1979 under Title VII, Part B of the Rehabilitation Act, is completing its second year of federal funding for independent living services for severely handicapped citizens. This unique program has received national acclaim in the full participation of handicapped persons in planning and developing the services they need to remain at home and in community, thus avoiding the necessity of placement in nursing home, hospital, or other care away from home and family. Since December, 1979, 20 handicapped persons from across Maine jointly prioritized the most needed services for physically, visually, hearing, and mentally impaired so that subgrants of project funds for those services were made by the Bureau. Core services implemented have been peer consultation, counseling for adjustment to disability and skills training; other services are outreach, a newspaper—*Coping*—by and for handicapped, advocacy and information, organization of volunteers to aid the handicapped person at home, an educational series on equipment repair and maintenance. A third year application for federal funding has been submitted. Maine's Center for Independent Living is without walls and utilizes the proven expertise of private, non-profit rehabilitation agencies who serve a particular disability population. Personnel funded by Title VII, Part B are joined through the Project's Consumer Board.

Planning, facilities and needs. The identification of service needs of handicapped persons, their prioritization and the planning of rehabilitation facility services to meet those needs has continued as an ongoing activity through FY 81. As a result, the Bureau has been able to implement facility services through the Federal/State program of grant awards to private non-profit facilities. This has resulted in such representative programs as: continuation of two new work training programs, one in agricultural skills and a second in wood harvesting; continuation of a program of independent living for spinal cord injured persons; and continuation of a program of personal care assistance. To insure the provision of quality services the Bureau has continued to utilize its *Procedure for Initiation of Vocational Rehabilitation Use of Facility Services;* has developed a new *System for Monitoring Establishment Grants;* has participated with the Bureaus of Mental Retardation and Resource Development in the planning of on-site reviews of facilities to determine their progress in meeting Inter-Agency Standards; and is developing a new facility casework management evaluation system. Planning activities implemented or under development include: *A Procedure for Soliciting, Evaluating and Awarding of Establishment Grants;* and appointment of an Inter-Agency Facility Advisory Committee in conjunction with private service providers.

Disability Determination Services. Disability Determination Services is a state agency regulated by the Social Security Administration. During FY 81 the Maine State Agency adjudicated all social security disability [Title II] claims and all supplemental security income [Title XVI] claims filed in Maine. The claims continue to be filed at a rate of over 13,000 claims per year. DDS goals for both quality and quantity are mandated by the Federal Social Security system. FY 81 saw the implementation of the Social Security Amendments of 1980 with a greatly accelerated review of cases where persons are currently receiving benefits.

In order to meet the demands of an increasing workload, DDS continues to stress staff flexibility and has purchased additional Word Processing equipment. The long range plan for disability services includes efforts to obtain adequate personnel and space and to meet federally required time and quality standards under our new regulatory relationship with the Social Security Administration. Workloads have increased above the levels stipulated in the Social Security Amendments of 1980 due to a federal administrative decree to increase reviews and to eliminate payments to currently ineligible clients.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,331,341	344,742			1,986,599	
Retirement	410,804	61,154			349,650	
Computer Services—State	45,436	45,436				
Rents	190,761	80,332			110,429	
Commodities	10,131	3,488			6,643	
Grants—Subsidies—Pensions	2,963,477	88,982	52,262		2,822,233	
Equipment	18,295		536		17,759	
Transfers to Other Funds	39,842		1,286		38,556	
Other Contractual Service	1,136,170	210,985	87,079		838,106	
TOTAL EXPENDITURES	7,146,257	835,119	141,163		6,169,975	

OFFICE OF SOCIAL AND REHABILITATIVE SERVICES (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER
JAMES CHAPLAIN, Assistant

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

PROGRAM: This unit did not submit an individual report.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR
HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2971
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308
Average Count—All Positions: 98 *Legislative Count:* 115

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by Title XX of the Federal Social Security Act. The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title XX of the Federal Social Security Act as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979 by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to approximately 1,000 Indo-Chinese and Cuban-Haitian refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling.

Studies on child abuse and neglect, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability project is already operative. Expansion of staff was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Planning and Evaluation. This division is responsible for program evaluation of in-house and purchased services provided by BRD through community provider agencies. It is the support function directly responsible for developing statewide models for evaluation techniques. It develops and conducts program audits of both inhouse and provider contracted services, as well as special studies for the office of the Commissioner and the Legislature. Routine plan development functions conducted by this division include the state Child Welfare

Services Plan, and the Comprehensive Annual Services Plan for Title XX.

Division of Child and Family Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all Child and Family Services oriented programs of the Bureau. This includes the administration of approximately $4 million in state and federal funds including Titles XX and IV-B. It is responsible for technical assistance to DHS regional offices, direct service staff, their supervisors, and administrative staff. Services under the responsibility of this division include court services, difficult or unusual case situations, approval of certain regional requests, abortions for committed children, residential treatment, surrender for adoption for committed children, adoption assistance, etc. It is also responsible for administration of the Interstate Compact on Placement of Children. In addition, it is responsible for homefinding and approval of foster homes for children.

Division of Adult Services. This division is responsible for policy development, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for guardianship under the Adult Protection laws. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, licensing of certain types of families is the responsibility of this division.

Division of Contractual Services. This division is responsible for the administration of more than $12 million in state, federal, and local funds under Title XX and the state Priority Social Services Act. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies.

Division of Information Systems. This division is responsible for payment of bills to provider agencies who contract to provide services to departmental clients and other eligible low income persons. It is this division's responsibility, in addition, to develop and maintain computer-based information systems for the purchase of service and in-house social services programs. It monitors and evaluates a wide range of federal and state programs and serves in a support function to other bureau programs. The major current focus of this division is to play the key role with Data Processing in redesigning a majority of the bureau's human service information programs into one comprehensive system that can meet informational needs of program staff, research personnel, and fiscal managers, as well as provide the data for evaluation and planning.

LICENSES, PERMITS, ETC.:

Licensing Unit
  License:
    Children's Homes
    Children's Residences
    Day Care Centers (for Non-Recurring Clientele)
    Family Day Care
    Group Day Care
    Nursery School
    Child Placement Agency
  Approval:
    Adult Foster Homes

PUBLICATIONS:

Final State Plan—Title XX—Social Services Programs—Fee Undetermined.
Annual Statewide Child Welfare Services Plan
Refugee Resettlement Plan

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,476,909	273,531	180,633		1,022,745	
Retirement	254,959	47,424	32,069		175,466	
Computer Services—State	102,701		82,024		20,677	
Rents	14,628	15	14,181		432	
Commodities	20,541	2,693	16,281		1,567	
Grants—Subsidies—Pensions	16,300,803	7,109,023	1,670,754		7,521,026	
Equipment	214		214			
Transfers to Other Funds	44,323		13,948		30,375	
Other Contractual Service	674,017	127,797	327,266		218,954	
TOTAL EXPENDITURES	18,889,095	7,560,483	2,337,370		8,991,242	

OFFICE OF VITAL STATISTICS

EDSON K. LABRACK, STATE REGISTRAR
MARION B. PERKINS, Supervisor Vital Records

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3181
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Office of Vital Statistics was established to maintain a state-wide system for the Registration of Vital Statistics. Furthermore, the State Registrar is responsible for directing the activities of municipal clerks in the Registration of Vital Statistics.

ORGANIZATION: The State Registrar is selected by the Commissioner of Human Services in accordance with the standards of education and experience prescribed by the Department of Personnel. The State Registrar may designate an employee of the Office to represent the Office of Vital Statistics.

PROGRAM: The Office of Vital Statistics manages the State Vital Statistics system, provides vital records services for the general public, and prepares reports on the vital statistics of the State. In fiscal year 1980-1981 the Office of Vital Statistics continued its regular program of collecting vital records, filing them, furnishing vital statistics data to The National Center for Health Statistics on magnetic tape and microfilm for the preparation of National Vital Statistics reports, completed and published Maine Vital Statistics, 1979, completed population estimates for the State by age groups for each minor civil division of the State, and continued a special project to review the files of vital records for the years 1892-1956 to correct misfilings and film records for security purposes and to make them more readily accessible for persons engaging in genealogical research.

PUBLICATIONS:
Maine Vital Statistics, 1979

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $160,459.76 in FY 81 and are, by administrative decision, included with those of Bureau of Administration.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 80-81, 317 new complaints were filed with the Maine Human Rights Commission. In addition, 356 complaints were carried over from the previous fiscal year. During fiscal year 81 the Commission closed 356 cases, leaving a total of 317 cases active at year end.

Of the 356 cases closed by the Commission 163 resulted in pre-determination settlements; 60 were administratively dismissed; and, 131 resulted in Commission determinations. Of these determinations, 33 were reasonable grounds findings and 98 were no reasonable grounds findings. Perhaps the most significant statistic was that in almost 50% of the cases closed by the Commission, they were closed as a result of pre-determination settlements. Coupled with this increased effort to resolve cases prior to a finding, complainants received over $27,871.00 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year 80 for employers in Maine.

Litigation. The Commission is represented by the Attorney General of the State of Maine. Twelve cases were filed in Superior Court on behalf of the Commission during fiscal year 80.

Public Education and Information. The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars, for various public and private agencies, businesses, and organizations. In addition, public service spots continue to be produced and distributed throughout the state. Handbooks and guides for employers and employees have been developed. The Commission will be undertaking an extensive year-long program to educate and inform the citizens of Maine as to their rights and responsibilities in the area of fair housing.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Revenue Sharing in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship on employers of duplicative investigation. In addition, the Commission has worked closely and cooperatively with the state's affirmative action officer, and affirmative action officers throughout state government, Commissioners of major departments of state government, as well as Associated Industries of Maine, the Maine Teachers Association, Maine Municipal Association, and the Maine Commission for Women.

PUBLICATIONS:

Guidelines for Eliminating Stereotyping in Curriculum Materials—
  Secondary, Elementary
Procedural Regulations
Employment Regulations
Resources for Affirmative Action
Affirmative Action—Who Needs It?
Employment Poster
Pre-Employment Inquiry Brochure
Pregnancy Brochure

Report to Governor Kenneth M. Curtis on Conditions in Migrant Blueberry Camps (August 1974)

Report to the Maine Human Rights Commission from Citizens' Blueberry Task Force On-Site Visit (August 1975)

Maine Human Rights Commission Report of Public Hearings on Education Held April 19, 20, 21, 22, 1977 (Orono-Portland)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	141,283	61,324			79.959	
Retirement	24,907	10,752			14,155	
Rents	1,670	175			1,495	
Commodities	1,116	539	232		345	
Equipment	702	602			100	
Transfers to Other Funds	11,399		252		11,147	
Other Contractual Service	35,602	28,438	2,179		4,985	
TOTAL EXPENDITURES	216,679	101,830	2,663		112,186	

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: *Telephone:* 000-0000
Mail Address:

Established: October 10, 1980

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212

PROGRAM: This unit did not submit an individual report.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
J. WILLIAM PEPPARD, Deputy Commissioner

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 1951

Average Count—All Positions: 310 *Legislative Count:* 413

Organizational Units:

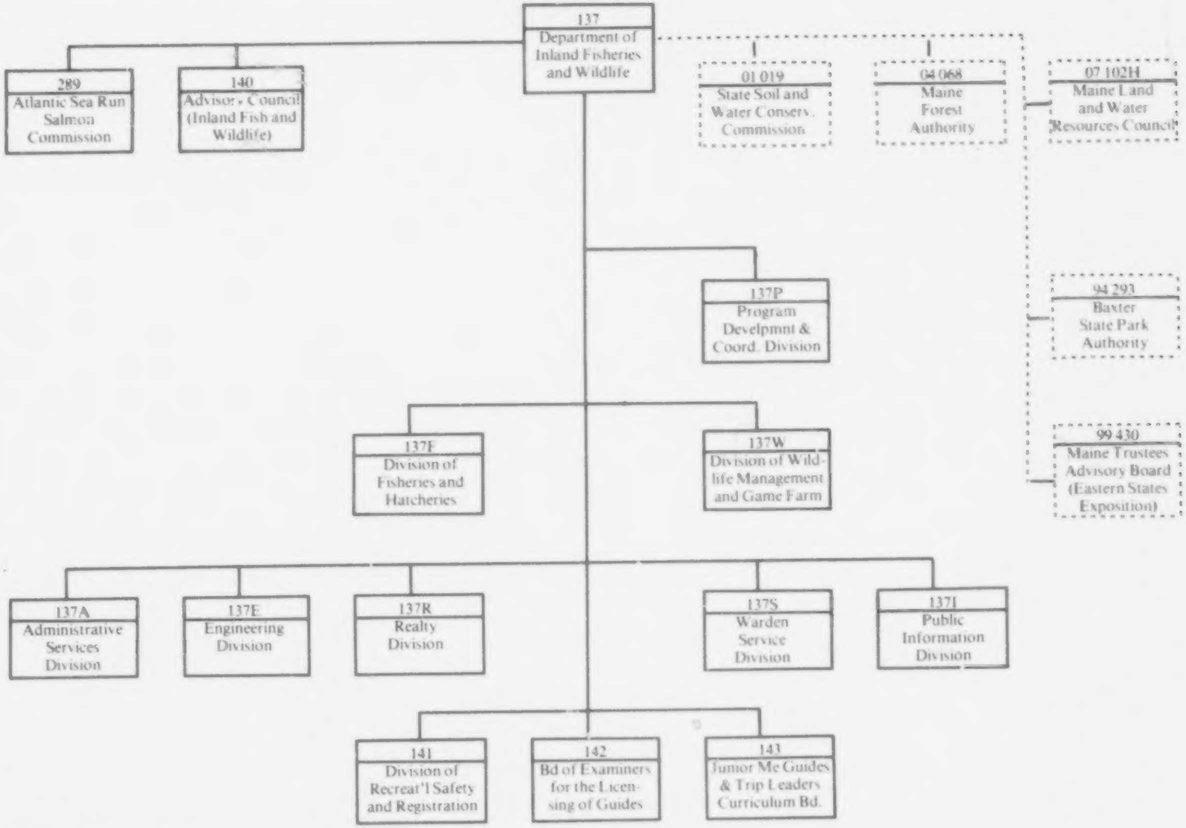
Administration Division	Wildlife Management Division
Planning and Coordination Division	Warden Service
Information and Education Division	Division of Recreational Safety and Registration
Engineering Division	Junior Guide Examining Board
Realty Division	Advisory Council (Inland Fisheries & Wildlife)
Fishery Management Division	Atlantic Sea Run Salmon Commission

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land in Caribou and built the first State-owned fish hatchery. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. The Department hired its first engineer in 1932, and construction began on the State game farm in Gray. The Warden Flying Service was formed in 1937. The first game biologists were hired the year after the Pittman-Robertson bill of 1937 was passed by Congress, providing funds for conservation of game animals and birds. A similar bill, the Dingell-Johnson bill of 1951, provided funds for fishery research and management, and Department fishery biologists were formed into a division. Several other divisions were formed within the Department to meet specific needs as follows: Information and Education (1955); Planning and Coordination (1968); Snowmobile Registration, more recently Snowmobile Safety (1969); and Realty (1970). In 1974 legislation was passed which made the Commissioner of Inland Fisheries and Wildlife the permanent Chairperson of the Atlantic Sea Run Salmon Commission with sole authority for its administration and financial matters. In mid-1974, the former Bureau of Watercraft Registration and Safety administratively became a division of the Department and in September of 1976 the functions of the Division of Snowmobile Safety and Registration were combined with Watercraft Registration and Safety. Effective October 1, 1975, the Department was renamed Department of Inland Fisheries and Wildlife.

PROGRAM: The Department administers a variety of programs concerned with the management of the State's inland fisheries and wildlife resources. Programs are based upon the most current information available and focused on long range species management goals and objectives. Specific data needed to assess the current status of individual species is collected to support the development of sound regulatory recommendations.

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09


137
Department of Inland Fisheries and Wildlife
289
Atlantic Sea Run Salmon Commission
140
Advisory Council (Inland Fish and Wildlife)
01 019
State Soil and Water Conserv. Commission
04 068
Maine Forest Authority
07 102H
Maine Land and Water Resources Council
94 293
Baxter State Park Authority
99 430
Maine Trustees Advisory Board (Eastern States Exposition)
137P
Program Develpmnt & Coord. Division
137F
Division of Fisheries and Hatcheries
137W
Division of Wildlife Management and Game Farm
137A
Administrative Services Division
137E
Engineering Division
137R
Realty Division
137S
Warden Service Division
137I
Public Information Division
141
Division of Recreat'l Safety and Registration
142
Bd of Examiners for the Licensing of Guides
143
Junior Me Guides & Trip Leaders Curriculum Bd.

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,168,297	82,529	4,189,799		895,969	
Retirement	1,342,725	13,978	1,170,146		158,601	
Computer Services—State	94,496		77,493		17,003	
Rents	119,483	85,852	14,131		19,500	
Commodities	393,286	4,064	346,786		42,426	
Grants—Subsidies—Pensions	81,283	130	80,238		915	
Purchases of Land	125,025		—37,621		37,628	125,018
Buildings and Improvement	31,899		30,664		76	1,159
Equipment	429,811	8,019	407,262		12,430	2,100
Transfers to Other Funds	74,893		67,494		7,399	
Other Contractual Service	1,742,361	28,462	1,422,368		291,491	40
TOTAL EXPENDITURES	9,603,559	223,034	7,768,760		1,483,448	128,317

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws, and regulations; to teach identification and habits of wildlife; to teach the responsibilities due to landowners, fish, and wildlife; and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

The Department is also responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. The Department also assists other enforcement agencies in a variety of investigations.

LICENSES, PERMITS, ETC.:

- Office of Commissioner
  - License:
    - Fishing & Hunting—Complimentary—Holders Medal of Honor
    - Junior Guide
    - Importation of Wild Birds and Animals
    - Stocking of State Waters
  - Permit:
    - Stream Alteration
    - Breeders of Menagerie (Moose, Caribou & Bear)
    - To transport Live Animals for Breeding and Advertise
- Fisheries Division
  - Permit:
    - Eel, Alewife, & Sucker (over 20 lbs.)
    - Bass Tournament
    - Scientific Fish Collection
    - Private Pond Stocking

- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)
- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs
- Wildlife Division
  - License:
    - Falconry
  - Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control
- License Clerk in Town or City
  - License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
  - Stamp:
    - Atlantic Salmon—Resident
    - Pheasant
- License Agent
  - License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
  - Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant
- Augusta Office License Clerk
  - License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers
    - Game Bird Breeders
    - Game and Fur Farm
    - Guide

  - Indian Hunting, Fishing, Trapping and Archery
  - Live Bait Dealer
  - Roadside Menagerie
  - License to Sell Inland Fish
  - License to Sell Live Smelts
  - Taxidermist
  - Trapping
  - Fishing & Hunting Complimentary—Disabled
  - Fishing & Hunting—Paraplegics, Reciprocity Other States
  - Hunting—Non-resident
  - Fishing—Non-resident
  - Snowmobile Registration
- Permit:
  - Camp Trip Leader
  - Fishing for Patients of Nursing Homes
- Miscellaneous:
  - Game Bird Seal
  - Pheasant Wing Bands
  - Pheasant Importation Wing Bands
  - Atlantic Salmon Stamp—Non-resident
  - Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)

Maine Fish and Wildlife Magazine—published quarterly—cost $3.50 annually within the United States and $4.50 outside the United States.

Lake Surveys $.50 per copy.

Publications Catalogue (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,940,070		4,058,612		881,458	
Retirement	1,303,345		1,147,305		156,040	
Computer Services—State	56,026		39,023		17,003	
Rents	119,431	85,800	14,131		19,500	
Commodities	387,080		346,266		40,814	
Grants—Subsidies—Pensions	81,130		80,238		892	
Purchases of Land	125,025		−37,621		37,628	125,018
Buildings and Improvement	31,899		30,664		76	1,159
Equipment	409,613		395,270		12,243	2,100
Transfers to Other Funds	72,326		65,459		6,867	
Other Contractual Service	1,666,640	8,534	1,375,211		282,855	40
TOTAL EXPENDITURES	9,192,585	94,334	7,514,558		1,455,376	128,317

ADMINISTRATIVE SERVICES DIVISION

PETER C. BRAZIER, BUSINESS MANAGER

Central Office: 284 State St., Augusta *Telephone:* 289-2571
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137A; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 24 *Legislative Count:* 0

PURPOSE: The mission of this unit is to assist the Commissioner and division heads with long range financial planning and preparation and management of annual and biennial budgets and provide centralized services in areas common to all divisions, including personnel, bookkeeping, accounting, purchasing, internal audit, vehicle management and records management as well as administer financial programs of the Department and direct the issuance of all licenses for the Department.

ORGANIZATION: The Administrative Services Division consists of four sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget development, work programs, fiscal control, income, approval of expenditures, bookkeeping, journals and purchase orders. The Personnel Section is responsible for all staff personnel activities of the Department including processing all personnel action, advising employees on personnel rules and regulations and providing other personnel information and statistics as required. The Licensing Section is responsible for the issuance of various licenses and the maintenance of licensing agents accounts. The Clerical Section provides receptionist services, and a variety of filing, clerical and administrative services for the Division and the Department.

PROGRAM: The responsibility of this unit includes financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit, accounting (State & Federal), labor relations, and the issuance of all licenses and permits. Support services are provided on a Department wide basis for all Divisions.

There is an ongoing program to develop improved management systems for conducting the Department's clerical, financial, personnel, licensing and inventory needs. For example: the procedure for maintaining License Agents' Accounts was changed from a manual system to a computerized system which allows the Department to obtain up-to-date revenue information quickly and efficiently.

LICENSES, PERMITS, ETC.:

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders
- Guide—resident, nonresident, alien
- Indian hunting, fishing, trapping, archery
- Live bait dealers
- Roadside Menagerie
- License to sell inland fish
- License to sell live smelts
- Taxidermist

- Trapping
- Fishing & hunting disabled war vets—resident
- Fishing & hunting paraplegic—reciprocity with other states
- Fish for children camps

Permits:
- Camp trip leaders
- Fishing for patients at certain institutions

Miscellaneous:
- Game Bird Seal
- Pheasant wing bands
- Pheasant importation wing bands
- Atlantic Salmon Stamp—resident & nonresident
- Pheasant Stamp—resident & nonresident

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $485,269 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

RODNEY W. ROSS, CHAIRMAN
GEORGE E. PRENTISS, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1945 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 1955
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife of changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses not to exceed $2,500 for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters nine times during FY 81.

FINANCES, FISCAL YEAR 1981: Title 12, #1955 provides that expenditures of this unit, which amounted to $4,582 in FY 81, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: Dept. Marine Resources, Baker Bldg., 98 Winthrop St., Hallowell
Telephone: 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1947 *Sunset Termination Scheduled to start by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251
Average Count—All Positions: 6 *Legislative Count:* 6
Organizational Units:
Technical Advisory Committee
Two Regional Offices—Bangor, Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, Salmo salar, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

In May of 1980 the U.S. Fish and Wildlife Service notified the signatories of their desire to rewrite the existing agreement.

In September, 1980 a new bilateral Cooperative Agreement was mutually agreed upon and entered into by the State of Maine and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a new Technical Advisory Committee was established to replace the old Research Committee. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The 106th Legislature appointed the Commissioner of Inland Fisheries and Wildlife as permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

PROGRAM: The Atlantic Sea Run Salmon Commission, operating under a cooperative agreement, continues to assist national, regional, and state agencies in coordinating projects concerning Atlantic salmon. The highlights of the year's activities are as follows:

Salmon Fishing. The 1980 angling season will be remembered as a milestone in the annals of salmon restoration in the State of Maine. New catch records were established on the Dennys and Penobscot Rivers and a new state angling record was established when a 28 pound 2 ounce salmon was landed. This Atlantic salmon exceeded the old record of 26 pounds 1 ounce established in 1959.

The final recorded rod catches for the smaller coastal rivers in 1980 were as follows: Dennys 190, surpassing the old record of 136 set in 1959; East Machias 62, Machias 80, Pleasant 5, Narraguagus 119, Union 29, and Sheepscot 30 fish. On the Penobscot River the old rod catch record of 354 fish established in 1926 was exceeded by a few fish in 1978 and these figures were obliterated in 1980 when over 840 rod caught salmon were reported to the commission. It is possible that this figure will be topped in 1981 for at the close of the fiscal year on June 30 approximately 600 fish had been recorded from the Penobscot.

The international publicity generated by the 1980 salmon angling season in Maine waters carried over into the 1981 season. News media carried numerous stories and the leading sporting magazines covered the return of *Salmo salar*. It is estimated that the angling catch from the Penobscot alone contributed in excess of .5 million dollars to the local economy during 1980.

Trapping facilities on the Penobscot River permit an accurate count of ascending salmon and in 1980 Commission personnel trapped and tagged 2,490 salmon. It is estimated that the returning run to the Penobscot and tributaries approached 4,000 fish.

Regulations. As the season opened on May 1, 1981 the same regulations were in force as those that governed the 1980 angling. However, emergency legislation was enacted effective June 15, 1981 and non-resident anglers were required to obtain an Atlantic salmon permit (stamp), and a current general fishing license to fish for, possess or transport Atlantic salmon from selected tidal waters of the following river systems: Sheepscot, Dennys, East Machias, Machias, Pleasant, Narraguagus, Union, Penobscot, and Ducktrap Rivers.

Fish Culture. In 1980 approximately 17% of the fish entering the Veazie trap were transported to the Craig Brook National Fish Hatchery for brood stock. Holding facilities were adequate and oversummer mortalities were primarily from mechanical injuries and secondary fungal infections. Of these fish 356 were used for hatchery production purposes. The Union River provided 178 brood stock but a late summer infestation of *Ichthyophthirius* (an external protozoan parasite) resulted in the loss of 104 of these fish within a 5 day period. The infestation was brought under control by the use of chemotherapy. In excess of 1.5 million eggs were produced from the brood stock held at Craig Brook.

During the fiscal year ending June 30, 1981 the following hatchery stocks were released into the waters of the State of Maine. The Green Lake National Fish Hatchery produced 151,950 smolts that were released in the rivers of Maine. In addition, 70,700 parr were released in headwater areas in June of 1981 and an additional 99,779 newly fed fry were distributed to selected headwater nursery areas of Maine rivers. Craig Brook National Fish Hatchery production amounted to 105,000 smolts released in the spring of 1981 and an additional 104,000 fry. The disease problems that have plagued Craig Brook operations will continue to limit production from this facility until the 1980 egg take reaches smolt size. Because of this endemic disease problem 109,000 parr salmon were released to the state of Rhode Island for assistance in their salmon and restoration program. It is expected that hatchery production will approach near normal figures in the spring of 1983.

Under the terms of the new cooperative agreement eggs were provided to the Connecticut and Merrimac River programs of southern New England. In addition the kelt rejuvination project initiated with the State of Rhode Island in 1979 was continued and an additional 50 kelts were transferred to holding facilities in the fall of 1980. A limited number of eggs were produced from this project in November of 1980 and it is expected that a substantial number will be produced in the fall of 1981.

On the St. Croix River an international program of restoration received added impetus when the New Brunswick Electric Power Company completed construction of new fish passage facilities at the Milltown Dam the first upstream obstruction on this river. The restoration program was further enhanced when the Canadian Department of Fisheries and Oceans transferred 400 adult salmon to headwater spawning areas of the St. Croix. These fish apparently spawned successfully as kelts were seen leaving the river in the spring of 1981. The success of the fish passages facilities on the St. Croix was amply demonstrated in the early summer of 1981 when 270,000 alewives successfully used the new fishway and easily ascended the other fishways at Woodland and Grand Falls. Downstream fish passage problems were being accessed by a cooperative program during the spring and summer of 1981.

Miscellaneous. Miscellaneous activities and project administration duties have kept the staff of the commission involved in roles that detract from the restoration program. Staffing problems at field facilities due to reductions in the CETA and WorkStudy Programs have and will continue to create seasonal personnel shortages. Reclassification of employees will require additional funding in the coming fiscal year if the restoration program is to continue. During the past year two major federal aid projects were completed and final reports prepared. A new federal aid project was approved to extend the Penobscot Restoration study. Final drafts on several of the river reports were completed and are now under review. Preliminary drafts have been completed on 6 other watersheds. Members of the staff have been involved in a review of the Merrimac and Connecticut River Plans and preliminary contacts have been made on preparation of a New England Regional Plan for salmon and shad restoration. Low-head Hydro power projects and the necessity of reviewing each proposal have created an additional demand on the limited staff of the Commission. Many of the salmon rivers are self supporting simply because they contain rapids and the necessary spawning and nursery area to produce salmon. Unfortunately, these same features make these rivers prime candidates for hydro development. You cannot have both! Talks to civic and social organizations were delivered by various staff members during the past year and staff members continue to serve on local, state and national organizations with a vested interest in Atlantic salmon.

LICENSES, PERMITS, ETC.:

Resident and non-resident stamps authorized under MRSA, Title 12, Chapter 707, Section 7152. Such stamp shall be issued for use to fish for Atlantic salmon in the same manner as a regular license to fish, except that said stamp shall be in addition to a regular license to fish in this State. Resident stamp $1.00 and non-resident $15.00.

In addition to the above the legislature enacted a non-resident license requirement to fish for Atlantic salmon in selected tidal waters of the State. Under an emergency preamble L.D. 538 became effective June 15, 1981 and 12 MRSA c 6503 now requires a non-resident to possess both a current Atlantic salmon permit (stamp) and a current general fishing license to take, possess, ship or transport Atlantic salmon from the designated tidal areas.

PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, Regulations, 1981, (No cost).

Reprints and technical publications available from Department of Inland Fisheries and Wildlife, moderate fee and postage requested; contact Information and Education Division for publications catalog.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	97,040	82,529			14,511	
Retirement	16,539	13,978			2,561	
Rents	52	52				
Commodities	5,666	4,064	—20		1,622	
Grants—Subsidies—Pensions	153	130			23	
Equipment	14,330	8,019	6,124		187	
Transfers to Other Funds	762		762			
Other Contractual Service	28,158	19,928	—406		8,636	
TOTAL EXPENDITURES	162,700	128,700	6,460		27,540	

ENGINEERING DIVISION

CLAYTON G. GRANT, CHIEF ENGINEER

Central Office: 284 State Street, Augusta *Telephone:* 289-7034
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1951 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137E; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The purpose of this unit includes the following functions: the design and supervision of capital construction projects; the preparation of contract documents; the force account construction and maintenance of Department owned facilities using Department personnel; and to carry out assignments as mandated by the Commissioner or requested by other divisions.

ORGANIZATION: The Engineering Division was established by administrative directive and consists of a Division Chief, Foreman, carpenters and seasonal laborers as required.

PROGRAM: During the year the regional headquarters buildings at Machias and Ashland were insulated as was a warden camp at Wesley. Twenty one (21) wood furnaces and/or wood boilers were installed at the various regional headquarters and fish hatchery facilities. Furthermore, extensive sewer reconstruction work was completed at the Governor Hill Hatchery in Augusta, and at the Greenville Headquarters, and a new parking lot was constructed and fenced in at the Dry Mills Game Farm. The farm has been converted to the Fish and Wildlife Visitors' Center.

Lumber was cut on Department lands for use in constructing the new regional headquarters scheduled for construction in fiscal 1981-82 at the Fish and Wildlife Visitors' Center at Gray and firewood was also provided for several Department facilities. The Division also did some work for the Atlantic Sea Run Salmon Commission in the form of repair work at the Veazie Dam salmon traps.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $158,521 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF FISHERIES AND HATCHERIES

LYNDON H. BOND, CHIEF OF FISHERIES
ROBERT E. FOYE and DAVID O. LOCKE

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1952 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137F; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 56 *Legislative Count:* 0

PURPOSE: The Division of Fisheries and Hatcheries is responsible for research, surveys and inventories; habitat management; use regulations; environmental assessments; landowner assistance; propagation; stocking and licensing of control and scientific programs relating to Maine's fishery resources.

ORGANIZATION: The Division of Fisheries and Hatcheries is now organized into a Fishery Research and Management Section and a Hatchery Section. The Division operates 7 Regional Offices and 9 Fish hatcheries and/or rearing stations and a research laboratory.

PROGRAM:

Fishery Research and Management. The major emphasis this past year has been on a 5-year update on the Fish Species Management Plan; preparation of these plans for 11 major game fish species plus several species of non-game fish of importance in fish management in Maine. Personnel problems were minimum with only 1 biologist position vacant for a short period. The 7 regional offices were able to maintain close contact with the fishery resource and with the people utilizing the resource. Public relations problems are minimized with the contact maintained on the local level.

Hatchery Operations. The update of fish hatchery facilities was continued with the completion of ultra-violet water treatment completed at the Casco Hatchery. The Division now has complete or partial water treatment at 3 stations.

Fish Stocked From State Hatcheries
and Rearing Stations

	Number	*Pounds*
Landlocked salmon	322,018	35,003
Brown trout	280,368	48,676
Lake trout	215,115	15,720
Brook trout	989,587	61,564
Sunapee trout	10,606	405
	1,817,694	161,368

LICENSES, PERMITS, ETC.:

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits
Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to import live fresh water fish or eggs
License to cultivate or harvest fish in private ponds.

PUBLICATIONS:

Fish stock report—$1.00
Other reports distributed by I & E Division

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,494,146 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries & Wildlife.

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1979 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303.

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews camp trip leaders' safety course curriculum, and certifies candidates for camp trip leader permits.

ORGANIZATION: The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members, one member of which is a Maine camp director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others members of the general public. The board serves without compensation for 3 years or until successors are appointed.

PROGRAM: In April, 1979, the Legislature passed Public Law 151 which repealed the Junior Guide Examining Board and created the Junior Maine Guide and Trip Leader's Curriculum Board. Appointments to this board were made early in 1980, and six meetings were held, with regular meetings slated for the future, at least quarterly.

Pursuant to 12 MRSA, sections 7302 and 7303, a program was established whereby candidates for camp trip leader permits can be tested to ascertain fitness to lead minors in field situations of more than two days and one night duration. Further screening processes were formulated to certify candidates for trip leader safety course instructor positions, and a curriculum outline was formulated (instructors have the option to adopt our curriculum or send in their own for certification).

At the close of each summer (camping season), the board meets for an annual review of the program's mechanics. Other meetings will be held quarterly, or at the call of the chairman. A curriculum was also adopted for testing of candidates for Junior Maine Guide certification.

LICENSES, PERMITS, ETC.:

Maine Camp Trip Leader Permit—fee: $10 (annually)
renewal: $5 (annually)

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 2053
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM:

The Board of Examiners for the Licensing of Guides met eleven times during the calendar year 1980. The board passed eighty-six applicants, four of which did not purchase a license. Twelve applicants were denied and six applicants did not come for their scheduled oral examination.

The following is a summary of the types of licenses reviewed by the board:

	Passed	*Denied*
General	27	7
Fishing	3	1
Hunting	6	1
Recreational	4	0
Whitewater	24	3
Rec. Camping/whitewater	3	0
Fishing/recreational	5	0
Hunting/recreational	2	0
Hunting/fishing	6	0
Hunting/fishing/rec. camping	2	0
Recreational/backpacking	1	0
Hunting/fishing/backpacking	1	0
General/whitewater	2	0

Out of the eighty-two applicants who purchased licenses, thirty-two of these were nonresident guide licenses and one alien guide license for the calendar year 1980.

LICENSES, PERMITS, ETC.:

Resident Guide License
Nonresident Guide License
Alien Guide License

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

PROGRAM DEVELOPMENT AND COORDINATION DIVISION

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3286
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137P; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The Program Development and Coordination Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program; administration of environmental laws; maintenance of electronic data collection and processing program; and obtaining grants for program implementation.

ORGANIZATION: The Division was established by administrative directive in 1968 and currently consists of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

PROGRAM: Throughout the year, five year wildlife assessments and operational programs were updated and implemented in cooperation with the Wildlife Division. Similar work was essentially completed for the five year Fisheries Division Program to be implemented on October 1, 1981. Biological assessments and technical recommendations (987 projects) were provided in regard to hydro developments, wetlands, site location, mining, great ponds, and Land Use Regulation Commission (LURC) laws. In addition, approximately 150 Stream Alteration applications were processed. This Division also worked directly on small hydropower policy recommendations, mineral resources and peat mining development concerns, state energy policies plan, coastal zone management esturine sanctuary proposal, as well as coordinating department input into projects affected by the Federal Fish and Wildlife Coordination Act. Division personnel also served as the Department's representatives to Land and Water Use Resources Council, Maine Mapping Committee, North Maine Woods, Merrymeeting Bay Committee, Deer Task Force Committee as well as providing technical input to special hydro and peat task forces. Deer, bear, and furbearer registrations and tagging records, trapper questionnaire, creel census, and angler questionnaire data, licensing, warden deployment and beaver management data were processed and summarized. A grants program was initiated and a Warden Planner began developing and coordinating long range law enforcement programs.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $325,717 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

PUBLIC INFORMATION DIVISION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-2871
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1952 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 1371; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The major function of the Public Information Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980.

PROGRAM: The major ongoing programs that the Public Information Division assumed were production of MAINE FISH AND WILDLIFE magazine (quarterly, paid-circulation) and public services (speaking engagements, film library, and providing publications and answers to public information requests). Lesser activities included a part-time news program, photographic services, publications production, and supervision of the department's permanent display at the Eastern States Exposition in West Springfield, Massachusetts.

Implementing reorganization while maintaining ongoing programs with a smaller staff was made more challenging by the division head's close involvement with planning and conducting the 1980 moose hunting season. Press relations before, during, and after the season were time-consuming but critically important to public attitudes formed about this controversial season. Also, a great deal of effort went into preparation of materials that were mailed directly to the moose season participants.

By filling a vacant position, in November, the Public Information Division was able to meet a need of long standing—a strong news program. Having a person available full-time to provide releases and other information and materials to news media resolves the conflicts that previously arose when urgent news work took time away from other programs, and vice-versa. One objective of the expanded news program is to achieve a good balance in the use of the various print and broadcast media; previously, very little use was made of radio and television.

Another noteworthy activity was the construction of a portable display to be used at sportsmens' shows and other events. Staffed by public information personnel, game wardens, biologists, and volunteers from other department divisions, the display appeared at Caribou, Bangor, and Augusta. An expanded schedule is planned for the next year, possibly including appearances out-of-state.

The division also produced and distributed four issues of *Maine Fish and Wildlife* magazine. Paid subscribers remained at about the 10,000 level. Preliminary planning was begun toward improving the magazine's content, production, promotion, and circulation system—the goal being a better product with an increased number of subscribers but requiring no increase in the staff.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—$3.50 per year
The Maine Way cookbook of fish and game recipes—$3.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $170,817 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION

GLENN H. MANUEL, COMMISSIONER
LORENZO J. GAUDREAU, Director

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2043
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1963 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 141; *Citation:* 12 M.R.S.A., Sect. 7791
Average Count—All Positions: 20 *Legislative Count:* 10

PURPOSE: The Division of Recreational Safety and Registration was established to ensure the safety of persons and property through regulation of the use and operation of watercraft and snowmobiles and for conducting safety programs for hunters, snowmobilers, and boat operators throughout the State of Maine. The Division is authorized to require the registration of watercraft, snowmobiles, and airmobiles. It regulates watercraft in harmony with the Federal Boat Safety Act of 1971; safety equipment for boats and snowmobiles; the size of motors used on motorboats on internal waters; and mandatory reporting requirements on boating, snowmobiling, and hunting accidents. The Division also issues licenses to operators of boats used to carry passengers for hire, Commercial Whitewater Outfitters and issues permits to conduct races and regattas on state waters.

ORGANIZATION: The Division of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the commissioners of Inland Fisheries and Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters, and by the Public Utilities Commission where commercial uses were involved. Organization of the Division brought all boating interests and matters under one agency and permitted retaining all license fees in the State for dedication to boating interests under the Boat Law. From 1963 to 1973, only boats driven by machinery of over ten horsepower were required to be registered; however, due to changes in federal law, it became necessary to register all motorboats as of January 1, 1974. Under State Government reorganization legislation of 1973, the

Division was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974. The Division of Snowmobile Registration was established in 1969 as a division of the Department of Inland Fisheries & Game and was administratively combined with the safety section in August of 1973. The Division was renamed the Division of Snowmobile Safety and Registration. In September of 1976, the Division of Watercraft Registration and Safety was combined with the Division of Snowmobile Safety and Registration and became the Division of Recreational Safety and Registration.

PROGRAM: The divisions' objectives are to register boats, snowmobiles, and airmobiles in order to identify users, regulate their operation by coordinating with law enforcement officials, and promote safe responsible participation in hunting, boating, and snowmobiling. The hunting and snowmobiling safety programs have been successful in drastically reducing accidents and fatalities. The division last year keyed in on boating safety. During the 1978 calendar year there were 24 fatalities involving recreational boating and 11 were non-residents. The great majority of the accidents were while using canoes and small open motorboats during the spring and fall when the water is very cold. Pamphlets geared to sportsmen and small boats were widely distributed state-wide at the turnpike toll booths. The pamphlets were also used in the one hour boating safety segment of the hunter safety program. These efforts helped reduce recreational boating fatalities from 24 in 1978 to 12 in 1979 and 13 in the 1980 calendar year.

The cost of the Volunteer Hunter Safety Program is totally refunded by the Pittman Robinson federal funds. The Volunteer Safety Instructors, when giving safety courses, also teach respect for the rights of property owners, conservation of our resources, and familiarization with the various laws and regulations. During the 1980-81 fiscal year, 2,700 students were certified in hunting safety, and 500 students were certified in snowmobile safety. Over 40 presentations were given to approximately 500 students in schools and summer camps on boating and snowmobiling safety. The Division registered 39,825 boats; issued 711 duplicate registrations, 106 dealer certificates, and 349 operator licenses; and granted 32 permits for races and regattas. The Division also registered 51,511 snowmobiles and issued 283 snowmobile dealer certificates and 72 duplicate snowmobile certificates.

The Director held 3 public hearings covering requests to limit the horsepower of motorboats on inland waters, and attended many meetings and conferences with the U.S. Coast Guard, the U.S. Power Squadrons, and others with boating and snowmobiling interests.

A film library is maintained and films, safety literature, and materials covering hunting, boating, and snowmobiling are mailed to the public.

LICENSES, PERMITS, ETC.:

License:
- Commercial Whitewater Outfitters
- Motorboat Operator License
  - (To carry passengers for hire in inland waters)

Permit:
- Watercraft Races & Regattas on Inland Waters

Registration:
- Motorboat
- Snowmobile

PUBLICATIONS:

Watercraft Laws (free)
Sportsmen and Small Boats (free)
Snowmobile Laws (free)
About Boating Safety (free)
You Alone in the Maine Woods (free)
Hunter Safety Student Manual (free)
Snowmobile Safety Student Manual (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard—free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	131,187		131,187			
Retirement	22,841		22,841			
Computer Services—State	38,470		38,470			
Commodities	540		540			
Equipment	5,868		5,868			
Transfers to Other Funds	1,805		1,273		532	
Other Contractual Service	47,563		47,563			
TOTAL EXPENDITURES	248,274		247,742		532	

REALTY DIVISION

HENRY R. SLEEPER, CHIEF OF REALTY

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137R; *Citation:* 12 M.R.S.A., Sect. 7034

PURPOSE: The purpose of the Realty Division is to acquire and manage lands, dams, water rights, rights-of-way, easements or other rights necessary for the functions of the various divisions within the Department.

ORGANIZATION: This Division was established by Administrative Directive in 1970.

PROGRAM: During the past year, about 900 acres of land has been acquired through purchase and gift. This has been added to the 19,250 acres of woodland, wetlands and sea-bird nesting islands acquired for wildlife management purposes under the Wildlife Habitat Acquisition Fund Program.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $128,883 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

WARDEN SERVICE DIVISION

JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)

CHARLES A. MERRILL, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Sunset Review Required by: June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137S; *Citation:* 12 M.R.S.A., Sect. 7034
Average Count—All Positions: 138 *Legislative Count:* 0
(Currently filled positions—law enforcement and support personnel)

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service is comprised of one (1) Game Warden Colonel, one (1) Game Warden Major, seven (7) Game Warden Lieutenants, sixteen (16) Game Warden Sergeants, six (6) Game Warden Corporals, ninety-two (92) game wardens, one (1) Aircraft Pilot Supervisor, three (3) game warden pilots, and two (2) detectives.

PROGRAM: The Maine Warden Service, during a one year period from March 1979 to March 1980, enforced in total hours fish and wildlife laws as shown below:

Type of Enforcement	*Hours Spent*
fish law	54,052
wildlife law	80,435
Land Use Regulation Commission	134
Department of Environmental Protection	383
Stream Law Alteration	205
boat law	5,498
snowmobile law	5,114
dog leash law	5,999
litter law	781
assisting other agencies	2,863
training	6,871

During this same time period, game wardens had a total number of prosecutions of 4,637. Game wardens checked 36,483 hunters, 74,109 anglers, 4,211 trappers and issued 1,985 warnings. Game wardens also checked the operators of 19,533 boats, 10,985 snowmobiles and investigated 7,918 complaints.

The total expenses incurred by Warden Service on searches for lost persons and drownings during the period of July 1, 1979 through June 30, 1980 were $45,697.34. There were 302 persons lost and 29 who drowned.

LICENSES, PERMITS, ETC.:

	Fee (If Any)
Special dog training area license	$17.00
License to hold field trials for sporting dogs	17.00*
Snowmobile race permit	NONE
Import permit (fish and wildlife)	NONE
Eel permit for licensed trappers (20 lbs. of eels)	NONE
Permit to stock rabbit	NONE
Sale of wildlife permit	NONE

*Plus a department representative fee of $17.00 per day, required at field trials.

PUBLICATIONS:

Pamphlet on "Maine's Warden Service"—Free

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $4,270,730 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF WILDLIFE MANAGEMENT AND GAME FARM

ROBERT W. BOETTGER, CHIEF
LEE E. PERRY, Assistant Chief

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137W; *Citation:* 12 M.R.S.A., Sect. 7651

PURPOSE: The purpose of this Division is to develop and conduct research, monitoring and management programs to maintain and enhance the wildlife resources of the State for the benefit of both the resource and the consumptive and non-consumptive users of the resource. In addition the Division administers a pheasant rearing program and educational program at the State Game Farm.

ORGANIZATION: Division of Wildlife Management and Game Farm is at present organized into a Wildlife Research Section, a Wildlife Management Section and a Game Farm. The Division operates two research offices, one management office, seven regional offices and one game farm and wildlife display.

PROGRAM: One of the major accomplishments during the past fiscal year was the successful completion of the first Maine moose hunting season since 1935. Other major and important accomplishments were zoning of critical wildlife habitat via environmental regulations agencies; more intensive management on Department-owned wildlife management areas, including the use of commercial timber operations to improve habitat; increased utilization of private sector grants and donations to conduct important research projects, especially concerning furbearers, in cooperation with the University of Maine and U.S. Fish and Wildlife Service personnel; completion of a regional black duck management plan; and providing requested information to the legislative Fish and Wildlife Committee, one result of which was the passage of an annual moose hunting bill.

Intensive monitoring of the 1980 bear season harvest enabled the Department to close the season before an excessive kill occurred. The primary mission of the Game Farm has been changed from artificial rearing and stocking of pheasants to a wildlife exhibit and public educational facility. In conjunction with this modifications are being made to grounds and buildings and an entrance fee system has been initiated. There has also been increased emphasis on public education at the Swan Island facility.

LICENSES, PERMITS, ETC.:

Maine Falconry Permits
Maine Scientific Collection Permits
Maine Bird Banding Permits
Stumpage (Wood Harvesting) Permits
Swan Island Campground Permits

PUBLICATIONS:

Annual Big Game Project Report
Annual Migratory Bird Project Report
  Publication free—$.60 mailing charge.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,287,923 in FY 81 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

MAINE INSURANCE GUARANTY ASSOCIATION

FRANK R. FOWLES, JR., CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: 400 Congress Street, Portland — *Telephone:* 775-5621
Mail Address: 3 Center Plaza, Boston, Mass. 02108 — (617)742-0370
Established: May 9, 1970 — *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436
Average Count—All Positions: 0 — *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRPERSON

Central Office: 465 Congress Street, Portland — *Telephone:* 774-8214
Mail Address: 465 Congress Street, Portland, Maine 04101
Established: September, 1971 — *Sunset Termination Starting by:* June, 1980
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 286; *Citation:* 1971 P & SL, Chap 131
Average Count—All Positions: 0 — *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

GEORGE N. CAMPBELL, JR., COMMISSIONER OF TRANSPORTATION

Central Office: 46 Old Post Road, Kittery — *Telephone:* 207-439-4128
Mail Address: P.O. Box 747, Portsmouth, N.H. 03801
Established: 1936-37 — *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18
Average Count—All Positions: 16 — *Legislative Count:* 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

FINANCES, FISCAL YEAR 1981: The State accounting records for FY 81 do not contain any account assigned to this unit.

NEW ENGLAND INTERSTATE PLANNING COMMISSION

RICHARD BARRINGER, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State St., Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 98; *Unit:* 394; *Citation:* 10 M.R.S.A., Sect. 304
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit was inactive during FY 81. The Commission has not been operational as all of the States have not opted to participate.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine at Orono, Orono *Telephone:* 581-7603
Mail Address: 162 College Avenue, Orono, Maine 04469
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the

Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1981 State Government Internship Program placed thirty-five (35) Maine college students in twenty-one (21) state agencies for a period of twelve weeks, beginning June 1.

Intern Eligibility. In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $150. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1981 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor with the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

Education Component. The educational component, designed with input from the interns consisted of these four phases: 1. Career Opportunities in State Government; 2. Eight dialogues with key State government leaders concerning current problems facing state government; 3. Intern Group Session to exchange information with each other on their work assignments; 4. Blaine House tour and reception with Advisory Committee and supervisors, and presentation of certificates by Governor Brennan.

PUBLICATIONS:

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Maine State Government Internship Program, Summer 1979—annual report
Maine State Government Internship Program, Summer 1980—annual report
All publications available upon request—no charge

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $2,000.00 (Administrative Costs) in FY 81 and are, by administrative decision, included with those of the (Office of) the Governor.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4910 DTS, Portland, Maine 04112
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the units of State Government within that Department.

ORGANIZATION: Until signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and, therefore, Maine's court system was a part of the Massachusetts court system.

In 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits. The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. On July 1, 1978, the Administrative Court was added to the Judicial Department. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

PROGRAM:

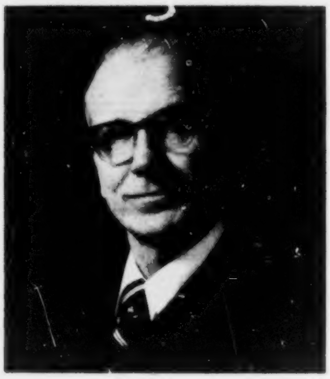
Facilities. Two bills relating to court facilities were submitted in the Second Session of the 109th Legislature. Legislative Document No. 1983, failed of passage. It would have phased out the payment by the counties to the State general fund for support of the courts and phased in state responsibility for the operating expenses of those portions of county buildings occupied by the Superior and Supreme Judicial Courts.

A companion bill, Legislative Document No. 1985, a resolve for a constitutional amendment authorizing three successive bond issues in the total amount of $12 million, won approval by the Legislature in amended form, authorizing a single issue of $4 million, but was defeated by the voters at referendum on November 4, 1980. No similar proposals have been initiated by the Judicial Department for the consideration of the 110th Legislature.

County Law Library Study. During 1980, the Advisory Committee on County Law Libraries chaired by Active Retired Associate Supreme Judicial Court Justice Thomas E. Delahanty continued its two and a half year effort to upgrade the county law library system. Based upon detailed inventories previously completed, committee members Edith Hary, State Law Librarian and Penny Hazelton, University of Maine Law School Librarian assisted each of the county law libraries to simultaneously update and reduce in scope the collections maintained in order to bring them toward conformance with tiered collection standards adopted by the Committee.

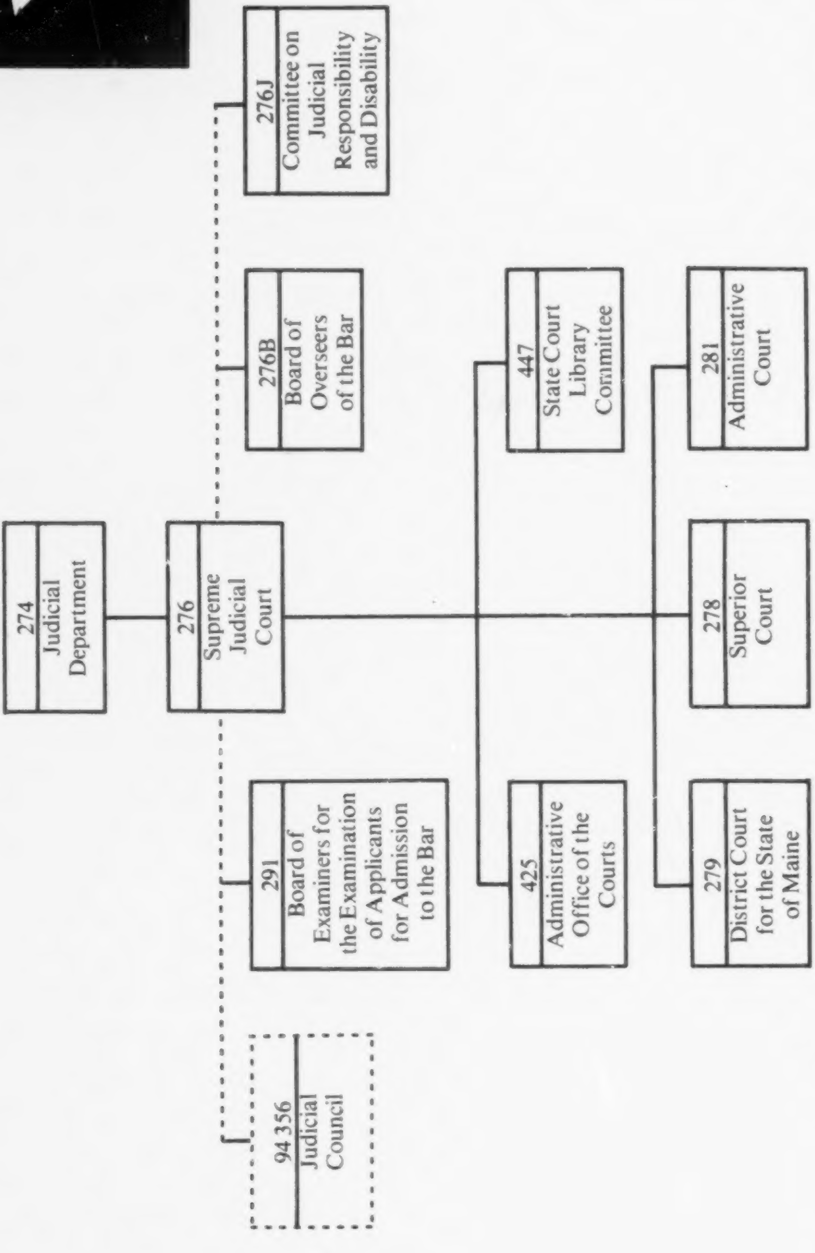
As part of this upgrading process, $25,000 in special State appropriations were distributed to the libraries on a need basis to reduce outstanding obligations to publishers. Also, $22,283 of federal funds from a Special LEAA grant to fund the work of the Committee was used to purchase new books and equipment.

In December, the Committee submitted to the Chief Justice its final report which recommended establishment of a four tier county law library system headed by a State Court Library Supervisor who would report jointly to the State Court Administrator and a permanently con-



Judge Vincent L. McKusick
Chief Justice
of the Superior Court

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40


274 Judicial Department
276 Supreme Judicial Court
276J Committee on Judicial Responsibility and Disability
276B Board of Overseers of the Bar
291 Board of Examiners for the Examination of Applicants for Admission to the Bar
94 356 Judicial Council
447 State Court Library Committee
425 Administrative Office of the Courts
281 Administrative Court
278 Superior Court
279 District Court for the State of Maine

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,722,375	4,571,941	5,630		144,804	
Retirement	568,479	538,424			30,055	
Computer Services—State	18,581	18,581				
Rents	489,052	479,543			9,509	
Commodities	170,265	156,705	680		12,880	
Grants—Subsidies—Pensions	859,280	852,170			7,110	
Buildings and Improvement	12,160	450	11,710			
Equipment	62,828	54,957	5,942		1,929	
Transfers to Other Funds	2,821		818		2,003	
Other Contractual Service	4,313,876	4,181,130	23,416		109,330	
TOTAL EXPENDITURES	11,219,717	10,853,901	48,196		317,620	

stituted State Court Library Committee. The State Court Library Committee would carry on the work of, and implement the recommendations of, the Advisory Committee. Also as part of the final report was draft legislation to implement and fund the recommendations in the final report. The Judicial Department has presented this legislation to the 110th Legislature for action.

Judicial Education. The Judicial Department continued its policy of actively promoting judicial education through funds provided by the Maine Criminal Justice Planning and Assistance Agency.

(1) One Superior Court justice attended a State Antitrust Course at the National Judicial College.
(2) One District Court judge attended a Conference on Compensating Victims of Crime.
(3) One District Court judge attended the National Conference of Special Court Judges.
(4) Two District Court judges attended the National Conference of Special Court Judges.
(5) One Superior Court justice attended the National Conference of State Trial Judges.
(6) One Supreme Court justice attended the Annual Meeting of the American Bar Association.
(7) Two Supreme Court justices attended an Appellate Judges Seminar at the Law School of New York University.
(8) Two Superior Court justices, two District Court judges, and one Administrative Court judge attended the General Jurisdiction Course at the National Judicial College.
(9) One Superior Court justice attended a Workshop on Sentencing Reform at Harvard Law School.
(10) One District Court judge attended the Fall College for Juvenile and Family Court Judges.

In December of 1980 the Chairman of the Committee on Continuing Judicial Education and the Personnel Officer attended a regional meeting of judicial education planners to consider the feasability of region-wide judicial training in the Northeastern states.

Advisory Committee on Court Management and Policy. The Advisory Committee on Court Management and Policy, consisting of one Associate Justice of the Supreme Judicial Court as Chairman, two Justices of the Superior Court, the Chief Judge of the District Court and one additional District Court judge, continued its work through June 30, 1980, when it was dissolved owing to the termination of the federal grant by which its activities had been funded. All projects were completed by the termination date, except for certain studies of the bail system on which only preliminary reports had been prepared.

Judicial Department Committees. There are 18 functional committees within the Judicial Department. The purpose of these committees is to assist the Chief Justice, the Supreme Judicial Court and the Chief Judge of the District Court in carrying out their respective responsibilities.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,716,745	4,571,941			144,804	
Retirement	568,479	538,424			30,055	
Computer Services—State	18,581	18,581				
Rents	489,052	479,543			9,509	
Commodities	170,256	156,705	671		12,880	
Grants—Subsidies—Pensions	859,280	852,170			7,110	
Buildings and Improvement	12,160	450	11,710			
Equipment	62,828	54,957	5,942		1,929	
Transfers to Other Funds	2,006		3		2,003	
Other Contractual Service	4,290,810	4,181,130	350		109,330	
TOTAL EXPENDITURES	11,190,197	10,853,901	18,676		317,620	

ADMINISTRATIVE OFFICE OF THE COURTS

JOHN P. DUFFY, STATE COURT ADMINISTRATOR

Central Office: 66 Pearl Street, Portland *Telephone:* 775-1500
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for non-judicial personnel of the Judicial Department.

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975 The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Regional Court Administrators (5); Fiscal Director; Court Systems Analyst; Personnel and Education Officer; Accountant; Accounting Clerk (2); and Secretary.

By statute, the office was created to serve the entire Judicial Department in the areas of caseflow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. § 17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Personnel. During 1980, the Personnel System Manual was revised and distributed to all court locations and administrative offices. The new manual introduced a merit system to reward proficient employees whose work was consistently above established standards and a formal evaluation process to serve as a basis for such awards. Appropriate forms and instructions were prepared, and evaluations conducted in May.

With funds appropriated by the 109th Legislature in its Second Session, chronic operating pressures were significantly relieved in July with the hiring of additional full-time classified employees, and the expansion of hours worked by a larger number of new and existing part-time employees. District Court was the major beneficiary of these staff increases, measured in terms of either dollars or employees.

Consultants were retained in late 1980 to conduct a salary survey, examine all job classifications and their interrelationships, and otherwise evaluate departmental personnel policies and procedures. Their findings and recommendations were submitted in March, 1981.

Legislature. During 1980, the Administrative Office of the Courts continued to provide information to individual legislators, the Joint Standing Committees and the Legislative Finance Office. Included were fiscal impact statements, budget information, statistical information, court procedure information, information on the structure and operation of the court system and various analyses.

Investigate Complaints. Every complaint addressed to the Administrative Office is investigated and a response made. In the area of public service, this is a very important function for the Administrative Office of the Courts.

Non-Judicial Training. Two training conferences were held for Clerks of Court during 1980, both funded by a grant from the Maine Criminal Justice Planning and Assistance Agency.

The District Court Clerks' Conference occurred on June 23 and 24 in Waterville and was attended by all District Court Clerks of Court. Presentations were given by the Court Systems Analyst and the Personnel Officer on topics in their respective fields, and the Regional Court Administrators for District Court gave updates on docketing, scheduling, fees, and other matters. On the morning of June 24, Chief Judge Nicholas W. Danton gave an address, after which the Court Planner gave a presentation on the impact of impending legislation specifically affecting District Court.

On October 30 and 31, a Superior Court Clerks' Conference was held in Bar Harbor. Opening remarks were given by the State Court Administrator, followed by a presentation on docketing procedures by Supreme Court Justice David G. Roberts. During the afternoon, discussion of docketing procedures was completed and presentations were given by the Fiscal Director, the Court Systems Analyst, and the Personnel Officer concerning fiscal matters, statistics, and personnel issues respectively.

During the second day, the Regional Court Administrators presented updates on such matters as forms, upcoming legislation, rule changes and special projects, with the afternoon being set aside for presentations on employee benefits by representatives from the Maine State Retirement System, Blue Cross/Blue Shield, and Union Mutual Insurance Company.

Maintain Liaison. The Administrative Office of the Courts continues to maintain active working relationships with many Executive Branch agencies and the Legislature. Pursuant to a change in policy by the Law Enforcement Assistance Administration, the Chief Justice, one Superior Court justice and the State Court Administrator serve on the Board of the Maine Criminal Justice Planning and Assistance Agency.

Within the court system, members of the Administrative Office of the Courts' staff are in constant contact with justices, judges, court reporters and clerks' office staff, in order to assist in improving court system operations wherever possible.

Trial Court Administration. In 1977, the Chief Justice and the Chief Judge of the District Court joined the monthly meetings of the Regional Presiding Justices of the Superior Court, the State Court Administrator and the Regional Court Administrators. The monthly meetings now encompass all trial court operations and their purpose is to discuss trial court operation problems, seek internal solutions to those problems and direct implementation of the course of action determined by the group. The Administration team meets as required with the Advisory Committee on Court Administration headed by Charles H. Abbott, Esq., as well as others involved with court operations to address and resolve specific issues.

Court Forms Committees. Court Forms Committees for the Superior Court and District Court are appointed by the Chief Justice and the Chief Judge respectively, and are responsible for reviewing and revising court forms. Judges, regional court administrators, and clerks serve on these committees, and spend considerable time researching, consolidating old forms, and drafting new forms. Their recommendations are reviewed by the Regional Presiding Justices (Superior Court forms) and the Chief Judge of the District Court (District Court forms), as well as other interested judges and clerks.

During the past year, the Superior Court Civil Forms Committee revised three forms, printed four new interim forms dealing with the new protection from abuse law and is considering revision of five additional forms during 1981. Final drafts were prepared for thirteen URESA forms, which should be ready for issuance in 1981.

The Superior Court Criminal Forms Committee deleted two forms and revised seven forms during 1980, in addition to considering the revision of sixteen additional forms.

During 1980, the District Court Civil Forms Committee completed the final drafts of 33 civil forms which have been transferred to the Civil Rules Committee for review. Also during the year, three forms relating to the new small claims law and three forms relating to the new protection from abuse law were issued.

The District Court Criminal Forms Committee reviewed all criminal forms during 1980 and deleted a total of 21 forms from the criminal forms inventory. The Committee also reviewed all juvenile forms and expects to revise one such form during 1981.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1981: 4 MRSA, Sections 22 and 24 provides that expenditures of this unit, which amounted to $392,249 in FY 81, shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 773-1035
Mail Address: Box 7260, Portland, Maine 04112
Established: 1963
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 5 M.R.S.A., Sect. 2401
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and is a statewide court. Prior to July 1, 1978, the Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies.

Effective July 1, 1978, the Legislature substantially expanded the jurisdiction of the Administrative Court. Now, other than in emergency situations, the Administrative Court has "..exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and shall have original jurisdiction upon complaint of a licensing agency to determine whether renewal or reissuance of a license of that agency may be refused..".

There are two judges of the Administrative Court; the Administrative Court Judge and the Associate Administrative Court Judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature.

PROGRAM: Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

A limited statistical reporting system was developed for the Administrative Court during July, 1978.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $141,533 in FY 81 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

BRUCE W. CHANDLER, CHAIRMAN, SECRETARY AND TREASURER

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330
Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applicants.

	July 78		Feb. 79		July 79		Feb. 80		July 80		Feb. 81	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	139	13	45	10	136	13	45	14	146	14	24	15
Number passing exam	122	10	30	9	91	8	26	13	133	12	13	11

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;

and the

4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:
Certificate:
Recommending Admission to the Bar

PUBLICATIONS:

Sample questions from prior examinations	($5.00/set)
Pamphlet of Rules of the Board	(free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,630		5,630			
Commodities	9		9			
Transfers to Other Funds	815		815			
Other Contractual Service	23,066		23,066			
TOTAL EXPENDITURES	29,520		29,520			

DISTRICT COURT FOR THE STATE OF MAINE

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: Butler St., Springvale *Telephone:* 324-9292
Mail Address: Box 95, Springvale, Maine 04083

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The court has original jurisdiction in non-felony criminal cases and ordinance violations, can accept guilty pleas in felony cases, and conducts probable cause hearings in felony cases. The court has concurrent jurisdiction with the Superior Court in divorce cases and civil cases involving less than $20,000. The District Court is the small claims court (for cases involving less than $800) and the juvenile court. In addition, the court hears mental health, forceable entry and detainer, quiet title, and foreclosure cases.

There are 20 judges of the District Court: the Chief Judge, who is appointed by the Chief Justice of the Supreme Judicial Court, five judges-at-large who serve throughout the state, and 14 judges who sit within the 13 districts of the court. The judges must be lawyers and are appointed by the Governor, for seven-year terms, with the consent of the Legislature.

Upon retirement, a District Court judge may be appointed an Active Retired Judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Judge, an Active Retired Judge has the same authority as an active judge.

PROGRAM:

District Court Statistical Reporting System. The District Court Statistical Reporting System was closely monitored and evaluated during 1980, resulting in a revised data collection format to be implemented on January 1, 1981, and a committee of clerks was established to consider further refinements.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163(3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court....". Monies in this fund are carried forward from year to year.

The balance forwarded from fiscal year 1979 was $5,533. The addition of $36,000 for fiscal year 1980 brought the total available funds to $41,533. Of this amount, $11,966 was spent during the year for completion of the Calais District Court renovation, and miscellaneous smaller items, leaving a year-end balance of $29,567.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $4,700,170 in FY 81 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

COLIN C. HAMPTON, CHAIRPERSON
DAVID D. GREGORY, Secretary

Central Office: Portland, Maine *Telephone:* 780-2211
Mail Address: P.O. Box 8058, Portland, Maine 04104

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Judicial Order 1978, No. SJC-109

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members shall be either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. At no time shall the two judiciary members be members of the same court. Two members shall be attorneys at law admitted to practice in the State of Maine, and three members shall be representatives of the general public of the State of Maine and shall not be attorneys or members of the judiciary. The public and attorney members shall be appointed by the Supreme Judicial Court upon the recommendation of the Governor.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision as to whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter, the matter is in the hands of the Court.

As of January 1, 1980, three matters were pending and under investigation, all involving the same judge. An additional five matters regarding this judge later came to the Committee's attention. Two of the eight were subsequently dismissed. In the other six, the Committee found that violations of the Code of Judicial Conduct had been committed and a report, with recommendations, was submitted to the Supreme Judicial Court.

The Committee also received seven other complaints. Three of these were still pending at the close of the calendar year 1980. The remaining four were dismissed as being without merit.

PUBLICATIONS:

During 1980 the Committee published a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $15,821 in FY 81 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

MADELEINE R. FREEMAN, CHAIRPERSON
MARY C. JOHNSON, Executive Secretary

Central Office: Whitten Road c/o General Contractors *Telephone:* 623-1121
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act, on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

SUPERIOR COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. The Superior Court is the Supreme Court of Probate and, therefore, is the first appeal court for probate cases. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 14 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. For administrative purposes, the State is divided into three regions, and the Chief Justice appoints a Regional Presiding Justice for each region.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: Throughout the year, considerable attention has been directed to the Superior Court Statistical Reporting System, with the refinement of several computerized editing and reporting programs. A new statistical manual reflecting these and other changes was distributed at the Superior Court Clerks' Conference, at which time a committee of clerks was established to address problems encountered in the system on a continual basis. Also during 1980, the caseload statistics submitted from each Superior Court since the establishment of the reporting system in 1977 were individually audited through site visits.

FINANCES, FISCAL YEAR 1981: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $4,500,853 in FY 81 shall be borne by the Judicial Department, and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court, is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of decisions of certain administrative agencies, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to sit in the Superior Court to hear non-jury civil actions, except divorce or annulment of marriage. In addition, a single justice handles post conviction habeas corpus and both admission to the bar and bar disciplinary proceedings.

The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law and on solemn occasions when requested by the Governor, Senate or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. The Court determines the number, time and places of its terms depending on the volume of cases. Usually, the Court sits in Portland.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: The highest court of Maine, the court of last resort in determining questions of Maine law, is the Supreme Judicial Court. It is the only court created by the State Constitution; all other courts are established by statute. (M.R.S.A. Const. Art. VI, §1) When sitting to determine questions of law arising in civil actions or criminal trials and proceedings in lower courts, the Supreme Judicial Court is referred to as the "Law Court." When sitting as a trial court or conducting hearings, the Court is called the Supreme Judicial Court.

Sitting as an "Appellate Division," three Justices of the Supreme Judicial Court hear appeals of criminal sentences of one year or more. The time and places of holding the eight sessions of the Law Court are determined by the Chief Justice, and announced before December 1st of each year.

Judicial Conference of Maine. The Third Maine Judicial Conference was held on October 30-November 1 in Rockport. Pursuant to 4 M.R.S.A. §471, all Maine judges and justices convened to advise and consult with the Supreme Judicial Court and the Chief Justice.

LICENSES, PERMITS, ETC.:

Admission to Practice—Attorney At Law, 4 M.R.S.A. Section 801

FINANCES, FISCAL YEAR 1981: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $1,077,404 in FY 81, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE
STATE OF MAINE CHAIRMAN, EX OFFICIO
PETER J. RUBIN, Executive Secretary

Central Office: 1 Monument Square, Portland *Telephone:* 774-6291
Mail Address: 1 Monument Square, Portland, Maine 04111

Established: 1935 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0 *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice's Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, two Justices of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laymen, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets in consultation session five to six times a year, usually in Augusta, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. At the present time, the Council is concerned with the problem of the jurisdiction of the courts, with ways in which to reduce court costs and delay, and with the increasingly pressing problem of court facilities.

The Judicial Council has frequently prepared legislation to implement reforms and has appeared before legislative committees in an informational capacity in support of this legislation and in connection with other legislation affecting the courts.

PUBLICATIONS: Biennial Report of the Judicial Council for years 1973-74, published, spring of 1975. Copies are available from the State Library without charge.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $5,245 in FY 81 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE TO MONITOR IMPLEMENTATION OF THE JUVENILE CODE

MICHAEL SAUCIER, CHAIRPERSON
MARY G. O'CONNELL, Juvenile Justice Specialist

Central Office: 11 Parkwood Drive, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333

Established: September 14, 1979 *Sunset Review Required by:* September 30, 1981

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 410; *Citation:* 15 M.R.S.A., Sect. 3601

PROGRAM: This unit did not submit an individual report.

LAND CLASSIFICATION APPEALS BOARD

JAMES P. NORRIS, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A. Sect 841B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law or the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve as chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, are currently serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed six (6) cases during FY 81.

FINANCES, FISCAL YEAR 1981: 36 MRSA Section 841B provides that expenditures of this unit, which amounted to $300 in FY 81, shall be borne by the Bureau of Taxation and is, therefore, included in its financial display.

FOREST LAND VALUATION ADVISORY COUNCIL

PERRY LAMB, CHAIRMAN
GEORGE A. MAYO, Director, Property Tax Division

Central Office: State Office Bldg., *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 338; *Citation:* 36 M.R.S.A., Sect. 584

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

ORGANIZATION: The Forest Land Valuation Advisory Council consists of the Director of the Maine Forest Service ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

PROGRAM: During FY 81, the Council met in February and defined its working relationship with the State Tax Assessor and the Bureau of Taxation. The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land.

FINANCES, FISCAL YEAR 1981: 36, MRSA, Sections 584 and 841-B provides that expenditures of this unit, which amounted to $100 in FY 81, shall be borne by the Bureau of Taxation and are, therefore, included in its financial display.

LEGISLATURE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* Senate 289-3604
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333 House 289-3384

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Average Count—All Positions: 39 (non-session), 105 (during session)
Legislative Count: 23

Organizational Units:
Senate
House of Representatives
Legislative Council
(Office of) Legislative Administrative Director
(Office of) Director of Legislative Research
(Office of) Legislative Finance Officer
Law and Legislative Reference Library

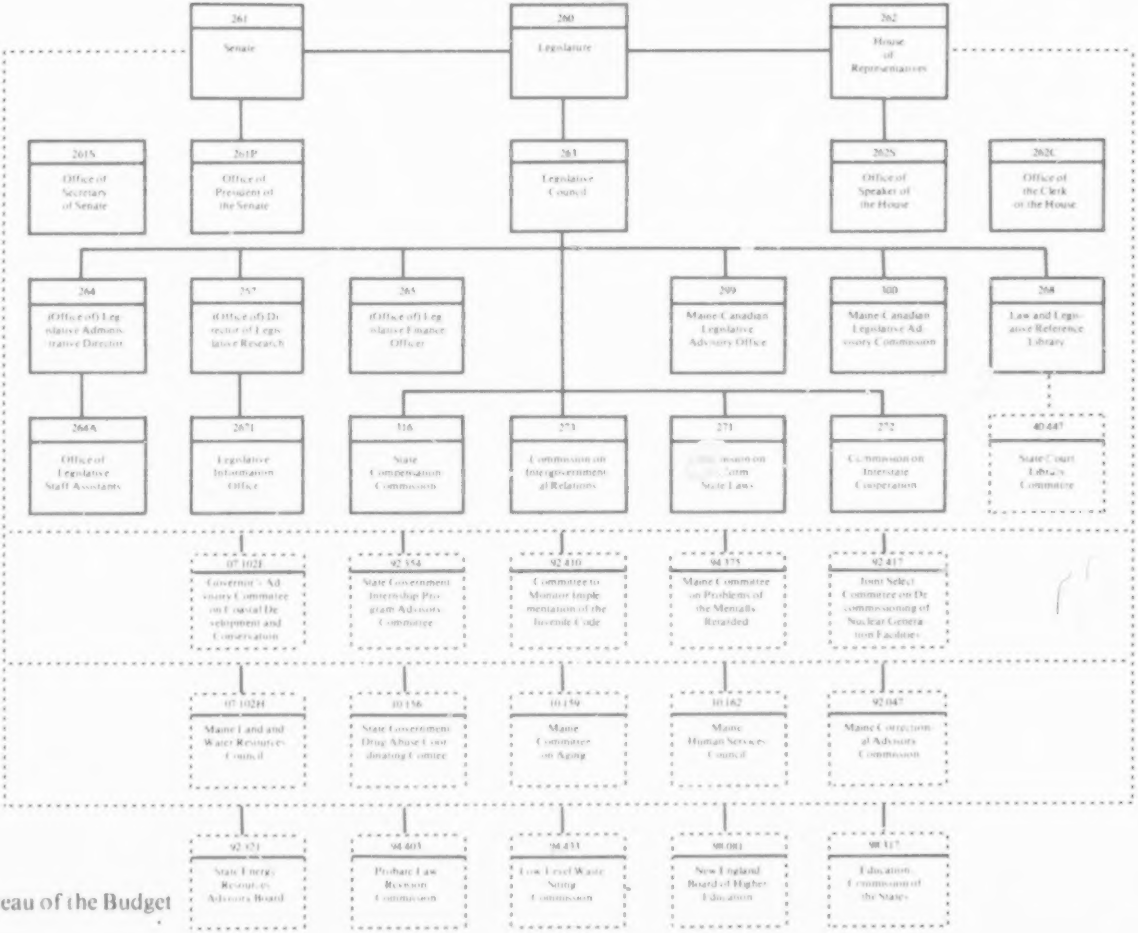
PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

Joseph Sewall
President of the Senate

John Martin
Speaker of the House
of Representatives

ORGANIZATIONAL CHART
LEGISLATIVE DEPARTMENT
UMB 30


261
Senate
260
Legislature
262
House of Representatives
261S
Office of Secretary of Senate
261P
Office of President of the Senate
263
Legislative Council
262S
Office of Speaker of the House
262C
Office of the Clerk of the House
264
(Office of) Legislative Administrative Director
257
(Office of) Director of Legislative Research
265
(Office of) Legislative Finance Officer
299
Maine Canadian Legislative Advisory Office
300
Maine Canadian Legislative Advisory Commission
268
Law and Legislative Reference Library
264A
Office of Legislative Staff Assistants
2671
Legislative Information Office
316
State Compensation Commission
273
Commission on Intergovernmental Relations
271
Commission on Uniform State Laws
272
Commission on Interstate Cooperation
40.447
State Court Library Committee
07.102E
Governor's Advisory Committee on Coastal Development and Conservation
92.354
State Government Internship Program Advisory Committee
92.410
Committee to Monitor Implementation of the Juvenile Code
94.375
Maine Committee on Problems of the Mentally Retarded
92.417
Joint Select Committee on Decommissioning of Nuclear Generation Facilities
07.102H
Maine Land and Water Resources Council
10.156
State Government Drug Abuse Coordinating Comtee
10.159
Maine Committee on Aging
10.162
Maine Human Services Council
92.047
Maine Correctional Advisory Commission
92.321
State Energy Resources Advisory Board
94.403
Probate Law Revision Commission
94.433
Low Level Waste Siting Commission
98.081
New England Board of Higher Education
98.117
Education Commission of the States

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,317,498	2,314,165			3,333	
Retirement	369,359	368,666			693	
Rents	15,412	15,412				
Commodities	87,964	87,332			632	
Grants—Subsidies—Pensions	90,210	90,210				
Equipment	13,503	13,191			312	
Transfers to Other Funds	299				299	
Other Contractual Service	1,999,245	1,999,188			57	
TOTAL EXPENDITURES	4,893,490	4,888,164			5,326	

ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business Legislation, Education, Election Laws, Energy and Natural Resources, Fisheries and Wildlife, Health and Institutional Services, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Public Utilities, State Government, Taxation, Transportation, and Aging, Veterans, and Retirement.

PROGRAM: The 110th Legislature met in the first regular session from December 3, 1980 to June 19, 1981. The December convening was the first such convening under a constitutional amendment adopted in 1978.

During this session the Legislature considered 1692 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. Among these were bills on subjects such as hazardous waste, workers' compensation, crime, bond issues, human services programs, transportation programs, sunset review of various agencies and various housekeeping measures. The Legislature also considered 944 proposed amendments to various legislative documents. Six hundred and ninety-nine joint orders and resolutions were introduced during the session.

The first regular session enacted 528 public laws, 74 private and special laws, 39 resolves and 2 constitutional resolutions.

PUBLICATIONS:

110th Legislature, State of Maine: 1981 Senate and House Registers.

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
MAY M. ROSS, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3601
Incoming WATS—SESSION ONLY—1-800-452-4601
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333
Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part Sec.
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate may originate all bills except bills for the raising of revenue (Maine Constitution, Article IV, Part Third, Section 9) and may amend bills for the raising of revenues providing that the amendment is not in fact used to introduce a new bill for the raising of revenue.

The Senate is the upper House of the Maine Legislature and passed bills are usually acted upon by the Senate last before they are sent to the Governor.

The Senate, by the Constitution of Maine, Article IV, Part Second, Section 7, has the sole power to try all impeachments under the Constitution of the State of Maine.

The Senate is the sole judge of the qualifications of its own members, determines its own rules for Senate proceedings, may alone punish its own members, keeps a journal of its proceedings and has the power to imprison persons who are not Senators for contempt.

By Constitutional Resolution, passed during the regular session of the 107th Legislature and adopted by the people in November, 1975, the Senate is the final confirming body for a number of gubernatorial appointments formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional Body has remained constant in its form of organization since its establishment in 1820.

The Senate consists of no less than 31 nor more than 35 members, each one elected from a Senatorial District for a term of 2 years with no limitation upon the number of terms which a Senator can serve. A Senator must be a citizen of the United States for at least 5 years prior to his election, be a resident of Maine for at least one year prior to his election, be a resident of his Senate District for at least 3 months prior to his election, continue to be a resident of that district during his term and be at least 25 years of age when he is elected.

The Constitution of Maine requires that the Senate be reapportioned every 10 years, by the Senate itself, or if the Senate fails to act within the required time, by the Supreme Judicial Court. The Supreme Judicial Court in March, 1972, reapportioned the Senate.

The Senate elects a President, who presides over its proceedings, a Secretary, and an Assistant Secretary of the Senate. The individual political parties in the Senate elect their own leaders and assistant leaders. By statute, (3 MRSA 168), the leadership of the Senate is permitted to hire its own assistants.

PROGRAM: The Third Confirmation Session was held on July 17, 1980. The Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: a District Court Judge, one person to the Board of Education, two people to the Board of Environmental Protection, a Superior Court Justice, a person to the University of Maine Board of Trustees and two people to the Workers' Compensation Commission.

The Fourth Senate Confirmation Session was held on July 24, 1980. The Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: the Executive Director of the State Housing Authority, one person to the Liquor Commission, two people to the Marine Resources Advisory Council, seven people to the Marine Resources Advisory Council, seven people to the Pesticides Control Board and one person to the Board of Trustees of the State Retirement System.

The Fifth Senate Confirmation Session of the 110th Maine Legislature was held on September 12, 1980. The Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: one person to the State Employees' Appeals Board, a District Court Judge and an Associate Justice to the Supreme Judicial Court.

The Senate of the 110th Maine Legislature convened on December 3, 1981 for its First Regular Session. This was the first time in history that the Legislature convened in December instead of January, in accordance with a constitutional amendment. The Senate elected Joseph Sewall of Old Town as its President, May M. Ross of Augusta as its Secretary and Mary S. Porter of Belgrade as Assistant Secretary.

During the First Regular Session there were introduced into the Senate 429 Acts, 14 Resolves, no Constitutional Resolutions, 206 Joint Orders, 20 Joint Resolutions and 376 proposed amendments. During the session, the Senate considered a total of 1,692 legislative documents.

In the First Regular Session of the 110th Maine Legislature, the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: a Commissioner for the Department of Business Legislation, a Commissioner for the Department of Conservation, two District Court Judges, two members to the State Board of Education, one person to the State Employees' Appeals Board, one person to the Employment Security Commission, three people to the Board of Environmental Protection, two people to the Maine Guarantee Authority, five people to the Health Facilities Cost Review Board, one person to the Labor Relations Board, one person to the State Liquor Commission, a Commissioner for the Department of Manpower Affairs, three people to the Marine Resources Advisory Council, three people to the Maine Maritime Academy Board of Trustees, a Commissioner for the Department of Personnel, one person to the Maine State Retirement System Board of Trustees, two Superior Court Justices and four people to the University of Maine Board of Trustees. The Legislature was in session for a total of 103 days.

The Honorable Joseph Sewall, President of the 110th Maine Senate, declared the Senate adjourned sine die at 7:52 p.m. on Friday, June 19, 1981.

PUBLICATIONS:

Senate Advance Journal and Calender (Daily; Free)

Legislative Public Hearing Schedule (Weekly; Free)

Legislative Record (Horseblanket); (Daily; Free)

Senate and House Register (Biennially; Free; lists Legislators; Senate, House and Joint Rules; Committees; Staff; and Press; and includes the Constitution of Maine)

Maine State House and Maine Senate Chamber (Free)

"How a Bill Becomes a Law" (Free—printed in conjunction with the League of Women Voters)

"This is Your Legislature" (Free—printed in conjunction with the League of Women Voters)

Presidents of the Senate of Maine from 1820 ($12.00 and $6.00, plus postage)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

OFFICE OF THE PRESIDENT OF THE SENATE

JOSEPH N. SEWALL, PRESIDENT OF THE SENATE
PATRICIA WIGGINS O'MEARA, Administrative Assistant

Central Office: State House, Augusta; *Floor:* 3 *Telephone:* 289-3604
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261P; *Citation:* 3 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report. See the submission of the Senate.

OFFICE OF THE SECRETARY OF THE SENATE

MAY M. ROSS, SECRETARY OF THE SENATE
MARY S. PORTER, Assistant Secretary

Central Office: State House, Augusta; *Floor:* 3 *Telephone:* 289-36[illegible]
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261S; *Citation:* 3 M.R.S.A., Sect. 22

PROGRAM: This unit did not submit an individual report. See the submission of the Senate.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2866
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to his election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to the election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1974, the Supreme Judicial Court reapportioned the Legislature.

The House elects a Speaker, who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its First Regular Session of the 110th Maine Legislature on December 3, 1980. During the session it considered 1,692 legislative documents and 385 House-sponsored Joint Orders. House members submitted 573 proposed amendments to the Clerk for reproduction prior to consideration by the House members during the session.

The House adjourned from the First Regular Session on June 19, 1981 after meeting 103 legislative days. The Second Regular Session of the 110th Maine Legislature will be convened on Wednesday, January 6, 1982.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special session). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge.

Weekly Legislative Calendar—(published weekly when the Legislature is not in session). Edited by the Clerk of the House. Lists meetings of Legislative committees and the subjects these committees are considering. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at $5.00 for a six months subscription.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate Rules, Committee Rosters. Available to the public at no charge.

House Roster and Seating Arrangement—(published annually). Edited by Clerk of the House. Lists all home and capitol addresses and phones of members of the House. Contains photos of House members and sources of information on the legislative process. Available to the public at no charge.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

OFFICE OF THE SPEAKER OF THE HOUSE

JOHN L. MARTIN, SPEAKER OF THE HOUSE
PHYLLIS STAFFORD, Secretary to the Speaker

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3384
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262S; *Citation:* 3 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report. See the submission of the House of Representatives.

OFFICE OF THE CLERK OF THE HOUSE

EDWIN H. PERT, CLERK OF THE HOUSE
DEBORAH BEDARD WOOD, Assistant Clerk

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2866
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262C; *Citation:* 3 M.R.S.A., Sect. 42

PROGRAM: This unit did not submit an individual report. See the submission of the House of Representatives.

LEGISLATIVE COUNCIL

REP. ELIZABETH H. MITCHELL, CHAIRMAN
SEN. SAMUEL W. COLLINS, JR., Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2101
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The powers and duties of the Legislative Council are currently set out in 3 M.R.S.A., §162, and in Joint Rules of the 110th Legislature 14, 18, 21, 24, 26, 27, 35, 35A and 39. These powers and duties are summarized as follows: to approve and prepare all legislative budgets; to establish salary schedules; to administer the assignment of work to the Legislative committees when the Legislature is not in session; to administer oaths, issue subpoenas, compel the attendance of witnesses, and other supportive functions for the Superior Court relative to civil actions; to perform management functions for the Legislative Department (for example to assess means of improvement, select critical staff positions, establish operating policies, exercise financial control, provide for appropriate facilities, etc.); and lastly to serve as the intergovernmental coordinating agency on behalf of the Legislature. The Council furthermore performs any such duties that may be assigned to it by the House of Representatives and the Senate.

ORGANIZATION: The Legislative Council, established in 1973, consists of 10 members, 5 of whom are Senators and 5 of whom are Representatives. The 5 Senators are the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council.

PROGRAM: During the fiscal year ending June 30, 1981, the Legislative Council held 29 formal meetings. Among the matters dealt with at these meetings were: approval of after deadline legislation; acceptance and referral of study reports by joint standing and select committees; approval or disapproval of committee per diem and travel requests; coordination of the efforts of the various legislative staff agencies; monitoring of the State's revenues and expenditures, and energy supplies and state conservation plans.

PUBLICATIONS: See entries under each individual legislative staff agency report.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	1,908,004	1,904,671			3,333	
Retirement	300,203	299,510			693	
Rents	12,134	12,134				
Commodities	45,247	44,615			632	
Grants—Subsidies—Pensions	37,200	37,200				
Equipment	11,463	11,151			312	
Transfers to Other Funds	299				299	
Other Contractual Service	1,767,470	1,767,413			57	
TOTAL EXPENDITURES	4,082,020	4,076,694			5,326	

(OFFICE OF)
LEGISLATIVE ADMINISTRATIVE DIRECTOR

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The duties and responsibilities of the Legislative Administrative Director as set out in 3 MRSA §163 are to:

1. Act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order; with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases; arrange for necessary services; make all arrangements for incoming sessions of the Legislature; have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property; with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements; approve accounts and vouchers for payment and maintain a perpetual inventory of all legislative property under the supervision of the Legislative Council and make an accounting thereof to the Legislature upon its request.
2. Coordinate, subject to the control of the council, the activities of the offices of the Coordinator of the Office of Legislative Assistants, Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Secretary, the House Clerk and such other legislative agencies and offices as may be created by the Legislature.
3. Act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.
4. Be responsible for implementing policy resulting from decisions of the council.
5. Prepare reports that are required of the council and maintain minutes of the regular meetings of the council.
6. Appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.
7. Undertake such other duties as are assigned by the council.

ORGANIZATION: The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. The Legislative Council appointed the present director to a 7-year term as Legislative Administrative Director beginning November 24, 1975.

PROGRAM: At the direction of the Legislative Council, the Legislative Administrative Director has coordinated the efforts of legislative staff offices and agencies during FY 81. In addition, he has advised the Council on staff needs and requests, has served as financial administrator for the Legislative Council on grants, has advised the Legislature on expenditures by joint standing committees and other assignments given to him by the Legislative Council.

He prepared reports for the Legislative Council on legislative printing and mailing costs, salaries and other costs of operation and recommended efficiencies and cost savings that can be made in these accounts. Public hearing advertising and committee clerk coordination was required by joint rule with his certification of vouchers of committee clerks.

P.L. 1981, C. 524 authorizes the Administrative Director to have Committees notified when a request for rule review has been made according to procedures in that statute. This statute replaces the Agency Rules Law which he was required to report on and evaluate biennially.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE STAFF ASSISTANTS

HELEN T. GINDER, COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-2486
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333

Established: January, 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264A; *Citation:* 3 M.R.S.A., Sect. 166

Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: The Office of Legislative Assistants provides to the Legislature, research, analysis and support services on legislation and related topics of interest.

During Regular and Special Sessions, the staff of the Office write bills for introduction, assist Joint Standing Committees in the process of public hearing and analysis of bills and prepare research documents and amendments, including new drafts. While working with the Committees, the Legislative Assistants' work is directed by the Chairmen, who may request more than one version of amendments to bills to reflect their position or that of other members of the Committee. Assistants also assist the Committees and individual legislators in following their bills through the legislative process, including preparing amendments at the committee and floor stage, gathering further information and monitoring the effect of enacted legislation.

When the Legislature is not in session, the Office continues work on research topics suggested by the Committee Chairmen, or individual members, and on legislation which is carried over to the next session. They also provide the staff support for studies which have been approved and funded by the Legislative Council; this work involves organization of meetings, and other administrative tasks, research of the topic, and preparation of reports and any related legislation. The revision of portions of the statutes is frequently an interim-period task.

The Office of Legislative Assistants also provides research assistance to individual legislators and answers questions from the Legislature, executive agencies, the public and the press about previous legislation, studies and reports. It also provides research support to the Legislative Council and assists them in writing rules and administrative policy directives. The Office is responsible for administering grants which have been awarded to the Legislature.

Finally, the Office provides educational programs for legislators, offering additional or expert information on the legislative process or subjects of particular concern because of pending legislation or their importance to the State.

ORGANIZATION: The Office of Legislative Assistants was established in January, 1973 by a policy directive of the Legislative Council in order to provide non-partisan year-round legislative assistance to the Legislature and is responsible to the Legislative Council and the Legislative Administrative Director. The Legislative Council appointed the Coordinator of Legislative Assistants who supervises and assigns staff to Committees and studies; appoints authorized applicants to staff positions with the approval of the Legislative Council and hires clerical employees, in addition to regular session and interim work.

The Office operates on a non-partisan, permanent basis and the Coordinator and Assistants are appointed without reference to party affiliation. The Coordinator and 5 Assistants are attorneys. The other 5 have various advanced degrees. Their diverse educational backgrounds and experience in areas of government, business, education and science help provide a broad range of knowledge and resources to the Legislature.

Two additional assistants have been authorized by PL 1981, c. 524, which requires staff assistance to Legislative Committees undertaking review of administrative agency rules. This assistance will include review of rules according to the criteria in the Act, participating in public hearings, writing reports and drafting any necessary legislation. A research Assistant joined the Office to assist the staff in their assignments outlined in a National Science Foundation grant, awarded to the Legislature in 1980 for 3 years, to investigate and evaluate the Legislature's need for and use of scientific, technical and engineering information.

PROGRAM: During fiscal year 1981, the Legislative Assistants completed narrative reports for Committee studies ordered by the 109th Legislature and approved by the Legislative Council; they also drafted any legislation required as a result of the Committee's decision. Examples of these tasks are the report and legislation which resulted from a study of the Joint Select Committee on Education and reported to the Second Regular Session of the 110th Legislature.

The Assistants provided information on and assisted Joint Standing Committees in reviewing more than 1,600 bills and drafted committee amendments and new drafts.

Education. A great number and variety of scientific and technical problems come before the Legislature each session, ranging from hazardous waste storage and transportation to health care and economic projections. In order to investigate and deal with these problems, the Legislative Council applied for a National Science Foundation grant, which was awarded in September, 1980. The Coordinator of the Office of Legislative Assistants is the Project Director for the grant, which is to implement a state science, engineering and technology (SET) project, and all staff have been involved in the planning and execution of projects to be completed during the 3-year period of the grant. Among the goals are for legislators, staff and resource persons in the SET community to participate in the collection and exchange of SET resource information, analytical capability, and improved methods of communication.

During the First Regular Session of the 110th Legislature, several workshops were held on legislative reapportionment, electric power, and nuclear waste, and further workshops on topics relating to proposed legislation will be held during the Second Regular Session. A University of Maine student intern was hired for the summer of 1981 to develop a computer program for establishing a socio-economic data base to be used in econometric studies, using the most up-to-date Census information. Other projects planned include written and taped issue briefs, conferences and improved analytic capabilities.

During the Second Session of the 109th and the First Regular Session of the 110th Legislature, the Coordinator worked with the Dean of the University of Maine Law School to provide a series of seminars taught by Law School faculty on Legal Perspectives for Legislators. The topics of the seminars included Legislative Intent, Constitutional Problems, Welfare Law, Land-Use Problems and Statutory Interpretation.

PUBLICATIONS:

The following list is illustrative of reports prepared by the Office of Legislative Assistants for the Legislature. A limited number of these reports are available to libraries, government agencies and offices and the general public.

1. Groundwater Management
2. Court Reorganization
3. Emergency Medical Services
4. Environmental Health
5. Indian Land Claims
6. Manufactured Housing
7. Radioactive Waste Disposal
8. Regulation of Foreign Trucking
9. Revision of Education Laws
10. Vocational Education

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

RONALD H. LORD, LEGISLATIVE FINANCE OFFICER
BENT SCHLOSSER, Assistant Legislative Finance Officer

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1962

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 8 *Legislative Count:* 9

PURPOSE: The Office of Legislative Finance gathers factual information concerning the fiscal affairs of the State for the Joint Appropriations and Financial Affairs Committee of the Legislature to use in formulating appropriations proposals; examines appropriation requests made by state government executive agencies and others; conducts program evaluations as approved; and aids the Legislative Council in helping the Legislature or any committee of the Legislature in making independent determinations on fiscal matters.

The Office of Legislative Finance also provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; and provides support services in the payment of legislative salaries and for the reimbursement of legislative expense accounts.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. The duties were essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for a program review capability with the Legislative Finance Office.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs a budget analyst, 3 program analysts, and 2 secretaries.

PROGRAM: During FY 81, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing several studies on financial policy and budget matters. In addition to providing this staff assistance, the Legislative Finance Office continued its routine duties of processing and paying joint committee and Legislator expenses involved in carrying out legislative duties. The Legislative Finance Office also continued the annual publication of its Compendium of State Fiscal Information.

During the first regular session of the 110th Legislature, the Legislative Finance Office performed 3 main functions: Firstly, the Office conducted a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Secondly, the Office provided to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs carefully evaluated estimates of present and future revenues of the State, combined with present and expected expenditures. Thirdly, the Office oversaw the initial preparation of many of the appropriations bills submitted for introduction into those sessions. This financial review of proposed legislation was manifested in the fiscal notes attached to bills receiving a favorable report from a committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and in the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the current biennium. The provisions of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee.

Program Review Division. The program review division provides research assistance and drafts reports and legislation for the Joint Standing Committee on Audit and Program Review. During FY 1981 the Committee evaluated and developed recommendations and accompanying legislation related to Sunset reviews of the Departments of Transportation, Public Safety and the Secretary of State and 4 independent agencies. The Committee continued its ongoing Sunset work by beginning its review of the Department of Human Services and 4 other independent agencies.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #12, Dec. 1980. (Free, available on request)

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of Group A-2 Departments and Independent Agencies. (Free, available on request)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
BRIAN K. BLAISDELL, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 267; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 12 *Legislative Count:* 12

Organizational Units:
Office of Legislative Information

PURPOSE: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, has been directed by the Legislative Council to develop computer technology for fast, accurate dissemination of information on the legislative process and on legislative enactments, and has recently been directed to implement a system of computerized drafting. The Legislative Information Office therefore maintains and continues to modernize its computerized bill status system, a system which tracks each piece of legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer both provides a consistent series of indexes for session enactments and for the Legislative Record, and maintains the Title and Section program which eliminates duplication and costly conflicts in pending legislation.

ORGANIZATION: The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director was appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397). Due to collective bargaining all personnel in the Legislative branch have been removed from the Personnel Law.

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director were to be appointed to 7-year terms.

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During fiscal year 1981, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

Before and during the First Regular Session of the 110th Legislature, the office served as a control point for the introduction of legislation and for the maintenance of a standard form for that legislation.

Bill Drafting. Before and during the First Regular Session, the office provided the majority of bill drafting requested by individual legislators and carried out spot research to aid that drafting. During that session, the office processed 2,108 bill requests and 1,163 amendments. The office also processed 699 Joint Orders and resolutions for introduction.

Publishing. During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes and to revising the master setup of the Maine statutes maintained in the office. During the summer of 1980, the office published the soft bound edition of the Acts and Resolves of the Second Regular Session of the 109th Legislature, and distributed approximately 7,500 copies of it to legislators, government agencies, and the public. It also published Volumes 1 and 2 of the 1979 Laws of Maine, a hard bound official edition of laws enacted during 1979, and continued work on that publication. During fiscal year 1980-81, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1980-81; by providing material for and checking the republication of several volumes of the statutes; and by providing material during the First Regular Session of the 110th Legislature for the Maine Legislative Service. The office also continued preparation for commercial republication of other volumes of the Maine Revised Statutes.

Errors and Inconsistencies Bill. Also during the interim, the Director, in cooperation with the Attorney General, state agencies, and the Judiciary Committee of the Legislature, compiled the Errors and Inconsistencies Bill for introduction into the Second Regular Session. This bill, as presented to the Legislature, contained non-substantive changes and corrections needed to avoid errors, confusions and duplications in the Maine Revised Statutes.

Conflicts. Throughout the Second Regular Session, the office, acting through its Legislative Indexer and Legislative Attorney, monitored pending legislation through the Title and Section program in order to avoid unnecessary statutory conflicts and duplications. It is hoped that State departments and agencies will take note of this system and use it to its capacity, as it provides a convenient method of showing all proposed legislative changes to any portion of the Maine Revised Statutes.

Status. Also during this fiscal year, the Legislative Research Office, working through the

Office of Legislative Information, continued to develop and maintain the legislative bill status system. During the Second Regular Session, the Office of Legislative Information used this status system to provide current information on all bills introduced into the First Regular Session of the 110th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

Information. As well, the Legislative Information Office answered a large number of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published and distributed copies of the *History and Disposition of Legislative Documents and Papers of the 109th Legislature, Second Regular Session.* This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the First Regular session, indexed by subject, and includes pertinent legislative history about that legislation.

In looking to the future, it is the hope of the Director that a more timely approach can be developed for processing the legislative programs of the various departments and agencies, and the office intends to work with all branches of State Government in bringing this about.

Two long-range goals of the Legislative Research Office remain: first, to establish computer enhancements within the limits of available funds which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in continuous statutory revision, and second, to revise, either on a volume by volume basis or by a bulk revision, the entire set of the Maine Revised Statutes. In either case a revision in whole or in part will not only enable legislative changes to be more clearly understood but will reinstitute the systematic updating of the State's statutory reporting system. The Legislative Council has provided funds, through the budget, for computerized drafting which, it is hoped, will soon be on-line.

PUBLICATIONS: 1981

1. *1981 Maine Revised Statutes Annotated*—Consisting of 22 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Tenth Legislature* of the State of Maine at the first regular session, December 3, 1980 to June 19, 1981. Contains a subject index.

(Limited publication available in the fall of 1981 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 110th Legislature,* first regular session, History and Final Disposition. Compiled by the Legislative Information Office.

(Limited publication available in the fall of 1981 without charge from the Legislative Information Office.)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	270,200	270,200				
Retirement	45,109	45,109				
Rents	3,278	3,278				
Commodities	1,485	1,485				
Equipment	1,071	1,071				
Other Contractual Service	199,971	199,971				
TOTAL EXPENDITURES	521,114	521,114				

LEGISLATIVE INFORMATION OFFICE

CHARLOTTE E. CARRIE, INFORMATION OFFICER
DOROTHY L. ROLLINS, Assistant Information Officer

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-3021
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 2671; *Citation:* 3 M.R.S.A., Sect. 164

PROGRAM: This unit did not submit an individual report. See the submission of the (Office of) Director of Legislative Research.

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2648
Mail Address: Statehouse, Sta. # 43, Augusta, Maine 04333

Established: 1971

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Citation:* 3 M.R.S.A., Sect. 171-174.

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The State Law Librarian, who heads the Law and Legislative Reference Library, has three main duties: to provide a reference service for the Legislature and public; to provide a law library for State and public use; and, to distribute and sell the State's official legal publications.

The State Law Librarian provides a comprehensive reference service on legislative problems for the Legislature, its committees and staff, and collects and maintains numerous publications and files relative to legislative problems. These services and facilities are available to state, county and local officials and to the general public as well.

The State Law Librarian also maintains an extensive law library for the use of state agencies, the judiciary, attorneys and the general public. This library includes copies of the statutes of the United States, of all 50 states, of England, of Canada and of the Canadian provinces, court reports of the federal judiciary, the several states, England and Canada, a sizable collection of legal treatises and of legal periodicals and many publications of state and national bar associations. As a selective depository for federal documents it receives the published legal decisions of various government agencies, bills introduced in Congress and related documents. Briefs and records of cases heard by the Maine Supreme Judicial Court are also available. Assistance is given to county law libraries and their associations in order to further their development.

The State Law Librarian distributes copies of the Maine Revised Statutes Annotated, supplements thereto, and copies of the session laws to the Legislature, legislative committees and state agencies, to the judiciary, and to county law libraries. Copies of these publications are sold to county and municipal officials and others enumerated by statute. Distribution of the copies of the printed decisions of the Maine Supreme Judicial Court to recipients enumerated by statute is also under the supervision of the librarian. Copies of all these publications are exchanged with other states for copies of their statutes, session laws, and court reports.

Finally, the State Law Librarian formulates policies for and administers the State Law and Legislative Reference Library.

ORGANIZATION: The Law and Legislative Reference Library, together with the position of State Law Librarian, who is the Director, was created in 1971 by PL 1971, c. 480, which transferred the functions formerly performed by the law section of the State Library into the

Law and Legislative Reference Library. The State Law Librarian, who is nonpartisan and chosen solely on the ground of professional competence, is appointed by the Legislative Council for a term of 7 years. The State Law Librarian appoints a deputy law librarian, subject to the approval of the Legislative Council, for a term of 7 years and employs all necessary assistants.

PROGRAM:

Acquisitions. The basic collections of state and federal statutes, session laws and court reports were kept current, along with upkeep material for reference materials, finding aids and treatises; but cost pressures significantly reduced the number of new titles purchased. Through distribution of Maine legal publications, the Library received in exchange the statutory materials of 35 states, the session laws of 46 states and the court reports of 30 of the 34 states still publishing their own decisions. From states or private/nonprofit sources the Library solicited free or token-priced materials of current topical interest to legislators and state agencies, updated government manuals and maps, and administrative agency reports by legislative, judicial, fiscal, retirement and like agencies. Through the U.S. government depository privilege, U.S. legal, legislative and administrative materials were maintained and increased, particularly in fiche form. During FY 81, 636 titles were added to the Legislative Reference collection and 49 to the treatise collection; 1521 volumes and 7021 fiche (including the *Federal Register* from 1964-1979) were added to the law collection. Briefs and records of the Supreme Judicial Court for the Sept. and Nov. terms were received. The U.S. documents collection increased by 1175 titles, 1313 volumes and 2928 fiche; 32 new depository categories were selected. The extensive file of documents and indices compiled by the Office of the Attorney General for the Indian Land Claims Case were deposited in the Law Library.

Reference Services. Reference requests continued to increase, eliciting 3025 reference or research responses. The Clipping Service, covering subjects of current interest on Maine government, politics, legislative sessions and issues, and the Maine legal profession, received an additional 697 requests. The Library's LEGIST terminal and other legislative information tools saw constant use during the sessions and generally increased their customers as clientele were educated to their use. Rearrangement of the Reading Room has facilitated self-service for both attorney and lay clientele.

Circulation. Circulation of items outside the Library increased to 7,283; photocopying of the Library's materials on the Xerox 4000 increased by 9% to 54,799, reflecting the addition of a public-use auditron. Patrons continued to benefit from direct-mail service and from interlibrary loans from the University of Maine Law School Library.

Technical Services. The catalog-index was expanded by 5330 bibliographical and informational entries; the Clipping Service continued its renovation by weeding, reorganizing, rehabilitating and photocopying its files and clipping books. The ongoing reshelving for space relief of the various book colections was complicated this year by the incorporation of some 13,000 volumes previously stored in the Maine State Library basement, into the Law Library and its Nash annex.

Educational & Consultative Services. The State Law Librarian again participated in the State Bar Association's "Bridging the Gap" program to acquaint newly admitted members of the Bar with the resources of the Library; discussed materials and techniques for researching Maine legal problems at the Third Judicial Seminar for Maine Law Clerks, and held briefing sessions for State legal and legislative staff and interns for the same purpose; counseled county law libraries, and the Maine State Prison concerning law library services to prisoners. The State Law Librarian continued to serve on the Advisory Committee on County Law Libraries appointed by Chief Justice McKusick, Justice Delahanty, Chairman; this committee concluded its study and reported to the 110th Legislature its plan for the revised structure and support of Maine's 18 county law libraries which provide essential operating tools to the judiciary, prosecutors, attorneys and others. Throughout the legislative session the Library circulated to legislators and staff *Lists of Current Acquisitions* related to legislative proposals and problems. Various staff members have conducted programs on legal bibliography, government documents, legislative research, and the legislative process for such groups as classes from several Maine colleges, legislative committees, and visiting legislators from Nigeria. An exhibit was mounted in the Library of a collection of letters responding to the campaign of the Hon. Edwin B. Smith of Saco for re-election as Speaker of the Maine House for 1872, with accompanying historical brochure.

Distribution of State Publications. In addition to the legal publications of the legislative and judicial departments and the Maine Bar Association which were distributed on an exchange basis, the Library distributed (or sold) copies of the 1978 and 1979 *Maine Session Laws,* the 1980 supplements and recompiled volumes 3, 3A, 10 and 10A of the *Maine Revised Statutes Annotated,* two volumes of the *Maine Reports* (cases from 409-417 A2d), nine legislative committee studies, the 1692 legislative documents of the 1981 regular legislative session, and six issues of the *Maine Bar Bulletin.* Slip laws were provided to the Cleaves Law Library and University of Maine Law School Library during the session as well as weekly printouts on the status of current legislation.

PUBLICATIONS:

...Running Again...Letters Responding to the Campaign of the Hon. Edwin B. Smith of Saco for Re-election as Speaker of the House for 1872. Compiled by Edith L. Hary.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	114,653	114,653				
Retirement	19,605	19,605				
Commodities	40,583	40,583				
Equipment	263	263				
Other Contractual Service	16,977	16,977				
TOTAL EXPENDITURES	192,081	192,081				

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

REP. GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A. Sect 227

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties.

ORGANIZATION: Created February 3, 1978, the Maine-Canadian Legislative Advisory Commission consists of 7 members, all of whom shall be citizens of this State. The speaker of the House appoints 4 members, 2 for a term of one year and 2 for a term of 2 years. The President of the Senate appoints 3 members, 2 for a term of one year and 1 for a term of 2 years. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language. In the event of the death or resignation of any member, the vacancy shall be filled for the remainder of the term in the same manner as the original appointment.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the rate then current for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

PROGRAM: The Commission met 4 times in FY 81. Its members advised the director on budgetary matters and policy implementation at the August meeting. In October, economic, educational and cultural relations were the major topics that were discussed. Research on legislative topics, plans for a reception for the cultural attache of France and other current matters comprised the agenda for the January meeting. At the spring meeting, held in March, budget requests for FY 82 and FY 83 were submitted to the Commissioners for their approval.

PUBLICATIONS:

See the listing under Maine-Canadian Legislative Advisory Office.

FINANCES, FISCAL YEAR 1981: 3 M.R.S.A. Sect 227 provides that expenditures of this unit, which amounted to $256.40 in FY 81, shall be borne by the Maine-Canadian Legislative Advisory Office and are, therefore, included in its financial display.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR
ANNA M. SASSEVILLE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A. Sect 223

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees.

During the First Regular Session of the 110th Legislature, the Maine-Canadian Office provided legislators with information on a wide variety of topics. In order to properly disseminate information on Canadian matters to legislators (and, by extension, to state agencies and the public), the Maine-Canadian Office has established an information file with over 150 subject headings and has collected over 100 Canadian government publications.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern.

Economic Relations. The Maine-Canadian Office is mandated to promote economic exchanges with the neighboring Canadian provinces. Through this office, the State was enabled to submit proposals for a multi-million dollar mass transit contract in July of 1980; several other leads were provided to local development agencies during the course of the year. On February 10th, 1981, the director organized a meeting between the Producteurs de Sucre de Dorchester and the Bureau of Taxation. In an effort to assist the Maine poultry industry, the staff also undertook research on the Canadian poultry market.

Translation Service (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpretor when the occasion arises.

The director served as interpretor for visiting Canadian businessmen and translated documents for the Legislature, the Department of Marine Resources, the Bureau of Forestry and local development agencies.

Departmental Interaction. The Maine-Canadian Office assists departments of State government in their interactions with neighboring Canadian provinces by identifying the appropriate provincial agencies to be addressed; by assisting the various departments in their information searches and by otherwise facilitating the transactions.

The Maine-Canadian Office is currently monitoring specific subject areas for the Public Utilities Commission, the Office of Energy Resources, the Department of Marine Resources, the Department of Environmental Protection and the Bureau of Forestry. During 1980-81, the Maine-Canadian Office distributed over 260 items to state agencies. In conjunction with the Department of Educational and Cultural Services, the director initiated a high school teacher exchange program with the New Brunswick Ministry of Education. He also assisted the Bureau of Forestry with their study of sawlog exports to Quebec.

Francophone Services. The office also assists in maintaining and developing cultural ties existing between the Franco-Americans of Maine and the French-Canadians of Quebec and the Maritime Provinces and acts as a liaison between non-profit cultural groups and the French Consulate, the Canadian Consulate and the Quebec Government Bureau.

In addition to introducing the new Cultural Attache of France to a group of Franco-American community leaders, the Maine-Canadian Office also organized tours of the school systems in Lewiston and the St. John Valley for the visiting French dignitary.

The director also received visits from the Consuls General of France and Canada as well as the Senior Trade Advisor for Canada and the Economic Counselor of the Quebec Government Delegation.

Information Service. The Maine-Canadian Office serves as a reference service for Canadian officials to facilitate their interactions with the Government of Maine and its citizens and also acts as a clearing house for information on Quebec and the Maritime Provinces for legislators, State departments and agencies, the press, researchers, schools and the public through in-person visits, telephone calls and correspondence. The office also disseminates information on Maine-Canadian relations through press releases, conferences and speeches.

PUBLICATIONS:

Energy developments in Quebec and Eastern Canada (December 1980)
Hydro-Quebec: plans for the 80's
Overview of the activities of the Maine-Canadian Office
The Maine-Canadian Connection—a brochure

In house copies of these publications are available for review in Room 431 of the State House.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,641	24,641				
Retirement	4,442	4,442				
Commodities	649	649				
Equipment	706	706				
Other Contractual Service	4,006	4,006				
TOTAL EXPENDITURES	34,444	34,444				

COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE
RONALD LORD, EXECUTIVE SECRETARY

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1963

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 273; *Citation:* 3 M.R.S.A., Sect. 271

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 81.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD CARTER, CHAIRMAN
SENATOR CARROLL E. MINKOWSKY, Secretary

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1939

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments. To carry out this participation, the commission is authorized to perform all suitable acts as will, in the opinion of the commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and to develop the Council of State Governments for that purpose.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.
2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarrett and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.
3. *Publications 1980*, Council of State Governments 1980. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	53,010	53,010				
Other Contractual Service	2,579	2,579				
TOTAL EXPENDITURES	55,589	55,589				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 4 Moulton Street, Portland *Telephone:* 772-6565
Mail Address: 4 Moulton Street, Portland, Maine 04112

Established: August 20, 1955 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PROGRAM: This unit did not submit an individual report.

JOINT SELECT COMMITTEE TO STUDY THE MAINE STATE RETIREMENT SYSTEM

ROBERT N. HASKELL, CHAIRMAN
OBER F. VAUGHN, ADMINISTRATIVE ASSISTANT

Central Office: State Office Bldg., Augusta Telephone: 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 303; *Citation:* P&SL 1979 Chap. 63

PROGRAM: P&SL 1979 c 63 provided that this Joint Select Committee report its findings to the Second Regular Session of the 109th Legislature, which they did. The Committee is no longer in existence.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD

MARTIN WILK, CHAIRPERSON
ROBERT G. O'MALLEY, Director Business Loans

Central Office: 193 State St., Augusta *Telephone:* 289-2094
Mail Address: Statehouse Sta. #99, Augusta, Maine 04333

Established: October 1977 *Sunset Review:* June 30, 1988

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 157; *Citation:* 5 M.R.S.A. Sect. 15004

Average Count—All Positions: 0 *Legislative Count:* 2

PURPOSE: The Maine Small Business Loan Authority Board was established to administer the Maine Small Business Loan Act. This Act was designed to insure small business loans made to Maine residents thus fostering small business development and increased economic and employment opportunities in Maine. The Board is authorized to insure the payment of up to 80% of eligible projects which include: any lands, buildings, real estate improvements or machinery and equipment, merchandise and stock with auxiliary real and personal property that are used by an industrial, manufacturing, fishing or agricultural enterprise, sales and service, or both for the manufacturing, processing assembling or preparing for market of raw materials or other products, or for the purposes of research and development for such enterprises.

The ultimate purpose of the Board is to enable Maine residents to start small businesses by insuring their loans. This purpose shall be primarily implemented through the Loan Insurance Fund.

ORGANIZATION: The Maine Small Business Loan Authority Board is established as a body corporate and politic consisting of 10 members including the Director of the State Development Office, the state treasurer and 8 members at large appointed by the Governor for a period of 4 years. The Board elects a chairman, vice-chairman, and treasurer, from its membership, and employs a manager who shall be the secretary. The treasurer and the secretary must be bonded as the Board directs. The manager is appointed by the Governor with the consent of a majority of the Board and tenure is at the pleasure of the Governor.

PROGRAM: After its third year of operation, the Maine Small Business Loan Authority Board approved loans totaling $1,158,000. This was accomplished through various banks throughout the State. The businesses approved represent a broad diversification of small business. Examples are: a grocery store, a saw mill, an engineering company, a retail fish market, and others. The Board has had several situations where a loan has been shared equally with the Maine Veterans Small Business Loan Authority.

The program suffered one loss totaling $8,811. This represents a loss ratio of under 1% which is very low for this type of guarantee program. The recent high interest rates have slowed the economy and the Authority has had to take these extremely high rates into consideration when reviewing loan requests.

PUBLICATIONS: Fact sheet which details how a person should apply for a loan.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,315					21,315
Retirement	3,476					3,476
Rents	1,247					1,247
Commodities	102					102
Transfers to Other Funds	1,047					1,047
Other Contractual Service	4,954					4,954
TOTAL EXPENDITURES	32,141					32,141

LOBSTER ADVISORY COUNCIL

EDWARD A. BLACKMORE, CHAIRMAN
SPENCER APOLLONIO, Commissioner, Marine Resources

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A. Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of 9 members. Each member is appointed by the commissioner of Marine Resources. Six members of the council must be holders of lobster and crab fishing licenses and are chosen to reflect a geographic distribution along the coast. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobster. One member must be a member of the general public and shall not hold any fishing license. All members are appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Serving without compensation, members shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council must not exceed $2,000 a year. A quorum consists of 5 members of the council, if at least 3 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may also select other officers and designate their duties. The council meets at least 4 times a year at regular intervals. It may also meet at other times at the call of the chairman or the commissioner.

PROGRAM: The council met four times during FY 1981. Organizational matters, objectives, guidelines, possible management plans to vent sizes, were the main topics. Imports, possible legislation, banding vs. plugging of lobsters, fuel costs, Department of Marine Resources seed lobster program, and possible conflicts with scallop fishing were also discussed. The group is expected to play a key role in future department activities and legislation.

FINANCES, FISCAL YEAR 1981: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $746.80 in FY 81, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

STATE LOTTERY COMMISSION

PETER GORMAN, CHAIRMAN
RICHARD CAREY, Director of State Lotteries

Central Office: 151 Capitol Street, Augusta; *Floor:* 1 *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333 *WATS:* 1-800-452-8777

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 351

Average Count—All Positions: 29 *Legislative Count:* 40

Organizational Units:
- Administrative Division
- Financial Division
- Marketing Division
- Production Division
- Subscription and Claim Division
- Ticket Accounting and Licensing Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

LOTTERY

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: The State Lottery Commission, which implemented a new Daily Game in June of 1980, brought the Weekly Game to an end on January 22, 1981 upon the recommendation of the Director. A year-long study by the Director revealed that the Weekly Game cost much more than it was returning in revenues. The Weekly Game had been the first Lottery Game sold in June of 1974. Bringing the Weekly Game to an end allowed the Lottery to make major changes in staffing. The Regional Offices in Bangor and South Portland were closed in February, with a staff reduction of four employees. On March 30, 1981, the Lottery brought to an end its use of the banks as ticket distributors to agents. The Lottery's savings will be 2% of gross sales which should reflect greater contributions to the General Fund. To replace the banking network, the Lottery's Field Representatives now deliver tickets and cash those tickets up at the agent's location. A recruiting effort to obtain new agents using this new system resulted in an increase in agents of over 14%. The use of Field Representatives to deliver and cash up tickets has not only resulted in a closer relationship with the agents, it has resulted in a competitive spirit between Field Representatives.

LICENSES, PERMITS, ETC.:

License:

Lottery Sales Agent: Licenses are issued for an indefinite period and subject to recall by the Commission when it feels the agent is not acting in the best interest of the Lottery or the State. The Lottery Commission voted during the past year to drop the charge for a license. Consequently, licenses are now issued at no charge.

PUBLICATIONS: *Action,* a newsletter distributed to sales agents. Copies can be obtained upon request of the Commission.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	453,805					453,805
Retirement	79,065					79,065
Computer Services—State	18,009					18,009
Rents	32,612					32,612
Commodities	27,512					27,512
Transfers to Other Funds	12,911					12,911
Other Contractual Service	677,215					677,215
TOTAL EXPENDITURES	1,301,129					1,301,129

DEPARTMENT OF MANPOWER AFFAIRS

WILLIAM R. MALLOY, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 802 *Legislative Count:* 0

Organizational Units:

Bureau of Employment Security
Employment Security Commission
Bureau of Labor
Maine Occupational Information Coordinating Committee
Maine Labor Relations Board
State Employment and Training Council
Manpower Affairs Advisory Council
Office of Maine CETA
Division of Planning and Program Services
Women's Training and Employment Program

PURPOSE: The Department of Manpower Affairs was established to achieve the most effective utilization of the manpower resources in the State by developing and maintaining an accountable State manpower policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

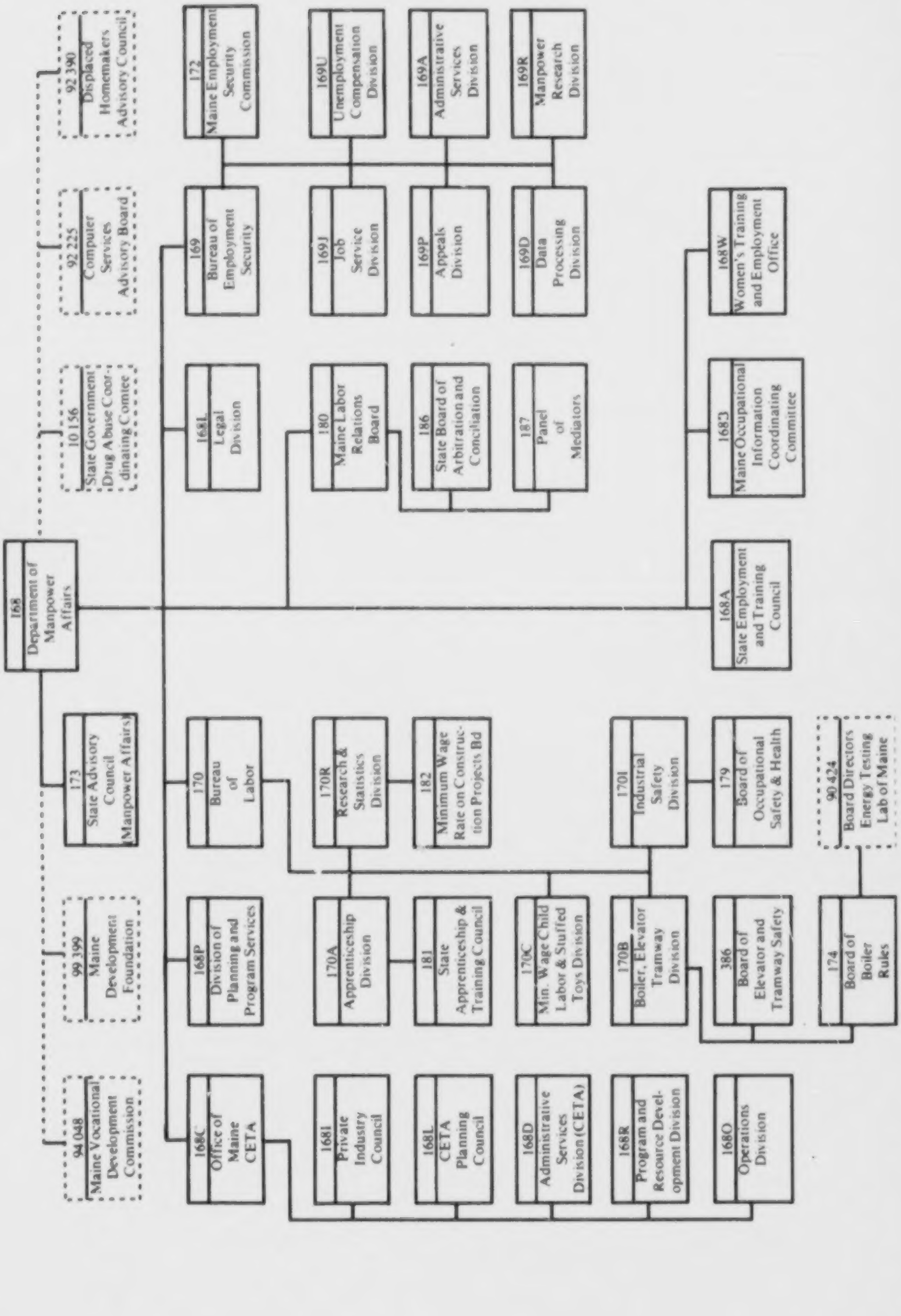
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide effective manpower services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

ORGANIZATION: The Department of Manpower Affairs was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various manpower related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor, functioning since 1873; the Maine Labor Relations Board, established in 1972; the State Employment and Training Council and the Maine Occupational Information Coordinating Committee, both established in 1979; the Office of Maine CETA, functioning since 1974; the Division of Planning and Program Services and Women's Training and Employment Program, both established in 1979.

PROGRAM: The long-range goal of the Department of Manpower Affairs is to further consolidate the functions and activities of the interrelated component of organizational units.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF MANPOWER AFFAIRS
UMB 12


168 Department of Manpower Affairs
94 048 Maine Vocational Development Commission
99 399 Maine Development Foundation
173 State Advisory Council Manpower Affairs
10 156 State Government Drug Abuse Coordinating Comtee
92 225 Computer Services Advisory Board
92 390 Displaced Homemakers Advisory Council
168C Office of Maine CETA
168P Division of Planning and Program Services
170 Bureau of Labor
168L Legal Division
169 Bureau of Employment Security
172 Maine Employment Security Commission
168I Private Industry Council
170A Apprenticeship Division
170R Research & Statistics Division
180 Maine Labor Relations Board
169J Job Service Division
169U Unemployment Compensation Division
168L CETA Planning Council
181 State Apprenticeship & Training Council
182 Minimum Wage Rate on Construction Projects Bd
186 State Board of Arbitration and Conciliation
169P Appeals Division
169A Administrative Services Division
168D Administrative Services Division (CETA)
170C Min. Wage Child Labor & Stuffed Toys Division
187 Panel of Mediators
169D Data Processing Division
169R Manpower Research Division
168R Program and Resource Development Division
170B Boiler, Elevator Tramway Division
170I Industrial Safety Division
168A State Employment and Training Council
1683 Maine Occupational Information Coordinating Committee
168W Women's Training and Employment Office
168O Operations Division
386 Board of Elevator and Tramway Safety
179 Board of Occupational Safety & Health
174 Board of Boiler Rules
90 424 Board Directors Energy Testing Lab of Maine

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF MANPOWER AFFAIRS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,817,709	701,283	21,946		11,094,480	
Retirement	2,034,295	114,456	2,376		1,917,463	
Computer Services—Comm	14,542	—1,094			15,636	
Computer Services—State	20,700	3,733			16,967	
Rents	952,173	15	183		951,975	
Commodities	425,467	3,401	305		421,761	
Grants—Subsidies—Pensions	103,649,185		680,928		35,540,253	67,428,004
Buildings and Improvement	—1,395				—1,395	
Equipment	1,243,762				1,243,762	
Transfers to Other Funds	164,670		96		164,574	
Other Contractual Service	2,180,179	115,683	15,337		2,049,159	
TOTAL EXPENDITURES	122,501,287	937,477	721,171		53,414,635	67,428,004

ADMINISTRATIVE SERVICES DIVISION

LESLIE G. TRASK, DIRECTOR
JAMES K. DIONNE, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-3516
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1940 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169A; *Citation:* 26 M.R.S.A., Sect. 1041

PURPOSE: The purpose of the Administrative Services Division is to provide personnel, office services and fiscal management support to all divisions of the Bureau of Employment Security.

ORGANIZATION: The Administrative Services Division is comprised of a division director, fiscal management, personnel management and office services division.

PROGRAM: The following are the major programs of this division:

Personnel Management. The goal of the Personnel Management unit is to maintain a close working relationship with the State Personnel Agency. Responsibilities of the personnel management system include the following: (1) Bureau job classification and pay structure, (2) Bureau staffing processing (hiring, promotions, transfers, etc.), (3) Staff training and career development, (4) Employee performance appraisal systems and (5) Employee discipline, grievances, and union-management relations.

Financial Management. The duties and responsibilities of this unit are as follows: Prepare Federal and State budgets according to their respective guidelines; maintain accounting records for all income and expenditures, submit reports, etc., according to Federal and State guidelines for all programs within the Bureau of Employment Security; prepare the payroll and maintain payroll records; prepare and maintain leases for all the various locations throughout the State; provide technical assistance to all the divisions within the Bureau.

Office Services. This unit is responsible for the stockroom, printing, and mailroom. The duties of these units are stated briefly as follows:

Stockroom: This is where the inventory of all forms and office supplies is maintained. Supplies and forms are received in from vendors and, in turn, are sent out to various divisions and local offices as they are requisitioned.

Printing Section: The majority of forms, booklets, envelopes, etc., that are used by the Bureau of Employment Security are printed here.

Mailroom: All the incoming mail is received here and distributed to the proper locations. All of the outgoing mail, including benefit checks, is processed by this unit.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $783,466 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981.

ADMINISTRATIVE SERVICES DIVISION (CETA)

NORMAND RODRIGUE, DIRECTOR
DANA DEVOS

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1974 *Sunset Termination Starting by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168D; *Citation:* Exec. Order 1 FY 80

PURPOSE: The Administrative Services Division of the Office of Maine CETA is the Fiscal Unit for the agency. It develops and maintains accounting and financial reporting systems and procedures that meet both state and federal requirements. The division also is responsible for the following functions and activities: payroll, procurement, property management, contracting, auditing, central records management, and automated information systems.

ORGANIZATION: The Administrative Services Division was reorganized in June of 1979, as one of three major divisions in the agency.

PROGRAM: Throughout the year the Administrative Services Division maintained the accounting and fiscal reporting systems for the Office of Maine CETA. The Division also performed its administrative functions as listed in the purpose of this report.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $20,348,180 in FY 81 and are, by administrative decision, included with those of Office of Maine CETA.

STATE ADVISORY COUNCIL (Manpower Affairs)

WILLIAM R. MALLOY, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082.
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held four meetings during fiscal year 1981, to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,567.80 in FY 81 and are, by administrative decision, included with those of Maine Department of Manpower Affairs, Bureau of Employment Security.

APPEALS DIVISION

JAMES J. GEORGE, JR., DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-3961
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1938 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169P; *Citation:* 26 M.R.S.A., Sect. 1082

PURPOSE: The purpose of the Appeals Division is to hear and decide disputed claims under the several Unemployment Insurance Programs, the Work Incentive (WIN) program and also adjudicate complaints of violations of the Federal Regulations dealing with the Woods Program.

ORGANIZATION: Initially, in 1938, the Appeals Division consisted of four employees. There are currently twenty (20) positions, with the division utilizing dictating and word processing equipment.

PROGRAM: During the fiscal year ending June 30, 1981, equipment was installed in the Appeals Division to provide for teleconference hearings. This greatly reduces the number of split hearings and increases assurances of "due process" in adjudication. The division is meeting and/or exceeding Federal standards with respect to timeliness and quality.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $443,095 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981.

APPRENTICESHIP DIVISION

FRANK LOCKHART, APPRENTICESHIP SPECIALIST

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170A; *Citation:* 26 M.R.S.A., Sect. 41
Average Count—All Positions: 4 *Legislative Count:* 2

PURPOSE: The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division fieldman is required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the fieldman will visit the establishment after the program has been instituted.

ORGANIZATION: The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for federal purposes of apprenticeship programs. The Councils' Rules and Regulations have been approved by the U.S. Secretary of

Labor as being in compliance with the Code of Federal Regulation Title 29 Part 29 and Title 29 Part 30. The Apprenticeship Division exists to implement the directives of the Council.

PROGRAM: The fieldman visited 130 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 26 new apprenticeship programs and cancelled 25 apprenticeship programs at the request of the establishments. There were 273 new apprentices registered and 127 apprentices received their Certificates of Completion from the Council.

The staff cooperated with the Federal Bureau of Apprenticeship and Training and the Maine AFL/CIO in a two-day seminar for the employment problems encountered by youth in the State of Maine. The fieldman has been a member of the Planning Committee and has attended the yearly meeting of the Eastern Seaboard Apprenticeship Conference in New Haven, Connecticut.

The staff also cooperated and worked with the Private Industry Council (CETA) in order to promote and develop apprenticeship programs for the disadvantaged throughout the State.

LICENSES, PERMITS, ETC.:

The staff is responsible in preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

PUBLICATIONS:

There are various publications that the Federal Bureau of Apprenticeship and Training supply the Division with that are free.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $181,343 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

STATE APPRENTICESHIP AND TRAINING COUNCIL

RUSSELL A. WEBB, CHAIRMAN
FRANK L. LOCKHART, Apprenticeship Specialist

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1943 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after periods of one to four years, designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services, to provide supplemental instruction, and the Veterans Administration, in approving veterans for apprenticeship training.

ORGANIZATION: The State Apprenticeship and Training Council was established by statute in 1943 with the responsibility for the approval and registration of programs and the registration of apprentices. The federal Bureau of Apprenticeship and Training under the U.S. Department of Labor assists in the preparation of standards, conducting compliance reviews and related matters.

The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Manpower Affairs and the Director of the Bureau of Labor are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1980/1981 are as follows:

Apprenticeship	
New Programs Registered	26
Programs cancelled	25
Total Programs to July 1, 1981—297	
New Apprentices Registered	273
Apprentices Reinstated	0
Apprentices Completed	190
Apprentices Cancelled	105
Apprentices Suspended	0
Total Apprentices as of July 1, 1981—1,792	

LICENSES, PERMITS, ETC.:

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1980: 26 MRSA, Sect. 1022 provides that expenditures of this unit, which amounted to $937 in FY 81, shall be borne by the Bureau of Labor and are, therefore, included in its financial display.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1909 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It may mediate or arbitrate in the public sector. It serves as a

Board of Inquiry, as a Board of Conciliation, or as a Board or Arbitration with power to inquire and to investigate labor-management disputes in the private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

PROGRAM: The Maine Board of Arbitration and Conciliation reached an all time high of 47 matters referred to it in Fiscal Year 1981. The caseload involved 41 arbitration cases, 3 fact findings, 2 interest arbitrations and 1 conciliation. As stated in its report for FY 1980, the Board anticipates that its workload will continue to increase as employees find that the solution to work problems may be equitably solved through the arbitration process.

Funds and personnel will continue to be a challenge. The Board, as in the past 3 or 4 years, is still functioning with less than a full complement of Board members. The Board presently has a cadre of well-informed members, but the terms have and are expiring and reappointments and/or replacement have not occurred in the meantime. This factor creates difficulty in the scheduling of cases and imposes on the meager financial resources available because of increased travel requirements and increased cost of travel. It is inevitable that at some point in time, most probably relatively soon, the Board will be unable to respond to the increased demand for its services as its limited funding will be exhausted well before the end of the fiscal year.

During fiscal year 1981, the following communities and public entities received service from the State Board of Arbitration and Conciliation:

Bangor
Biddeford
Belfast
Fort Fairfield
Gardiner
Kittery
Livermore Falls
Millinocket
Old Orchard
Portland
Portland Water District
Rockland
Rumford
Saco
South Portland
Thomaston
Waterville

Many of these communities received services from the Maine Board of Arbitration and Conciliation in more than one case.

A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

1. Seniority & bumping
2. Back pay
3. Suspension
4. Layoff
5. Use of civilians
6. Uniforms
7. Discipline and Rehire
8. Overtime payment
9. Use of Temporary Help
10. Refusal of overtime
11. Work assignment
12. Recall from layoff
13. Discharge for non-payment of dues
14. Job posting
15. Emergency work
16. Vacancy
17. Wages
18. Holiday pay
19. Vacation time
20. Sick leave
21. Work out of classification
22. Past practice

The average time devoted to a case during the past fiscal year was 2.67 days, a slight increase from the 2.29 days per case in FY 1980 and decrease from the 3.53 days per case in FY 1979.

The entry of new unions and new management agencies in the collective bargaining arena will result in more time-consuming involvement by the Board, not only in the labor relations process itself but also in time spent in educating parties on the proper use of procedures, as County employees come on line pursuant to their newly granted collective bargaining rights. The Board anticipates therefore that the need for services and new responsibilities under the law will increase its workload in the future.

Events of recent years have shown that the State of Maine has a great stake in attempting to help labor and management reach early settlement of their disputes as stated in the report for FY 1980. On the one hand, the methodology for solutions in the public sector is relatively concise. Conversely, in the private sector, the Federal Government preempts many of the disputes through the jurisdiction conferred upon the Federal Mediation and Conciliation Service which devotes its efforts to many of the larger industries in the state. In the past, the Board of Arbitration and Conciliation has been involved in many instances where there were strikes in the private sector which were materially shortened as the result of proposals made by the Board and accepted by the parties. Again we look forward to continuing our cooperation not only with personnel of the Federal Mediation and Conciliation Service but also with the staff of the Maine Labor Relations Board and members of the state Panel of Mediators. We believe that the workload for all of these agencies will continue to increase and earnestly seek adequate resource levels to allow us to respond promptly and efficiently to the demands for the services which can be rendered by this Board.

FINANCES, FISCAL YEAR 1981: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $10,215 in FY 81, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOILER, ELEVATOR, TRAMWAY DIVISION (LABOR)

ROBERT P. SULLIVAN, CHIEF INSPECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1935 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170B; *Citation:* 26 M.R.S.A., Chapter 5, Subchapter II; Sec. 471-490-G

Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The purpose of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

ORGANIZATION: The Boiler Division was established within the Department of Labor and Industry in 1935. The Elevator Division was established within the Department in 1951. In 1953 the Boiler Law was expanded to include boilers in schools and those owned by municipalities and provision to qualify and certify welders. In 1968 the supervising elevator inspector was also appointed chief boiler inspector and has remained so to the present. In 1968 the licensing of elevator mechanics was added to the elevator law. Manlifts and escalators were added to the elevator statutes in 1973. In 1977 the tramway law, which had been administrated by the Bureau of Parks and Recreation, Department of Conservation, was merged with the elevator law. With one exception, all inspectors within the Division are qualified to inspect boilers, elevators and tramways.

PROGRAM: The Boiler, Elevator, and Tramway Division objective is to assure that those items covered under the Statutes are constructed, installed, repaired, altered, used and operated in a safe and reasonable condition. In addition to the established inspection program, Division personnel has in the past year developed rules for the Elevator Boards' approval, pertaining to vertical and incline lifts for the handicapped. The Division also started development standards for Engineer and Boiler Operator Instructors. Three inferior pressure vessels had been condemned and were rebuilt under the direction of division personnel to assure satisfactory construction. Further, the Division developed welding specifications to assure uniformity in welder testing throughout the State; assisted several manufacturers to obtain the international recognized certification to build boilers and pressure vessels; and provided the inspection service for the installation of a new ski lift.

During the year the staff arranged for two seminars for boiler inspectors and operating personnel, in order to help limit fuel consumption. Division personnel administered Boiler Operator and Engineer exams at various locations in the State, thus eliminating the need for applicants to travel to Augusta. The need for education in various activities was recognized, more effort in establishing directions through several meetings with Welders and boiler operating personnel resulted in long range goals.

Pertinent statistics for the fiscal year ending June 30, 1981 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,147
State Inspection Reports	282
Inspection Certificates issued	3,120
Welders' Tests examined	408
Welders' Certificates renewed and/or issued	762
Boiler Inspectors Certificates issued	13
Engineers & Boiler Operators Examined	503
Engineers & Boiler Operators License renewed and/or issued	1,112
National Board Shop Survey	9
Total Income:	$37,151.80

Elevators and Tramways: approximately 1,700 in Maine are covered by The Statutes

Elevator Inspection Reports	3,110
Escalator Inspection Reports	6
Manlift Inspection Reports	6
Inspection Certificates issued	1,634
Elevator Safety Test Reports	633
New Elevators Installed	41
Elevator Mechanics Examined	8
Elevator Mechanic License renewed or issued	79
Elevator Plans approved	45
Tramway Inspection reports	115
Tramway Certificates issued	64
New Tramways installed	1
Total Income	$84,242.00

LICENSES, PERMITS, ETC.:

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License
Wire Rope Inspector Qualification
Elevator Mechanics License

PUBLICATIONS:

Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine (Free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $157,304 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

BOARD OF BOILER RULES

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor which is a subsidiary of the Department of Manpower Affairs.

PROGRAM: The Board of Boiler Rules met four times during Fiscal Year 1981. The Board heard two appeals, one for a non-code built boiler in a school which the Board's Rules would not allow. The other appeal was to permit a boiler over 15 years of age to be brought into the State if certain criteria were met. The Board allowed two pressure vessels to be stamped "State Special" after they were rebuilt. A rule was formulated to protect solid fuel fired boilers from low water conditions. The Board appointed a full examining committee with alternates. The Boiler Operators and Engineers Course at CMVTI was approved as meeting the experience requirement as provided in the Statute. Limited licenses were approved for those persons working on boilers used by road crews.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,644.00 in FY 81 and are, by administrative decision included with those of the Bureau of Labor.

OFFICE OF MAINE CETA

J. E. LYONS, EXECUTIVE DIRECTOR

Central Office: Old Nurses Bldg.—AMHI *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333

Established: July 11, 1979 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168C; *Citation:* Exec. Order 1 FY 80

Average Count—All Positions: 76 *Legislative Count:* 0

PURPOSE: This office is responsible to administer grants received by the State from the Comprehensive Employment and Training Act (CETA). These grants include Title II-B & C, Title II-D, Title III, Title IV, and Title VII. Programs funded under these grants are designed to provide training and employment opportunities to increase the earned income of economically disadvantaged, unemployed or underemployed residents of the following counties: Androscoggin, Aroostook, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo, and Washington. The program is also responsible to establish a flexible, coordinated, and decentralized system of federal, State, and local programs so that services will lead to maximum employment opportunities and enhance self-sufficiency, and to provide further coordination of programs under CETA with other social service, employment and training related programs, economic development, community development, and related activities, such as vocational education, vocational rehabilitation, public assistance, self-employment training, and social service programs.

ORGANIZATION: From 1974 to 1979 the Office of Maine CETA was called the Office of CETA Planning and Coordination, and it was structurally within the Executive Department. In July of 1979, Governor Brennan renamed the office and placed it under the Department of Manpower Affairs with an Executive Order.

PROGRAM: The Title II-B & C program provides training activities primarily through subcontracts with community organizations, and local governments. The program includes classroom training, on-the-job training, and work experience programs for economically disadvantaged youth and adults. The Title II-D program provides public service employment programs for unemployed persons by creating subsidized jobs with public and private nonprofit employers. Title III programs provide demonstration grant monies for pilot projects such as special training for offenders. The Title IV program establishes a broad range coordinated employment and training programs for economically disadvantaged youth. The Title VI program provides temporary employment in public service jobs for unemployed persons during periods of high unemployment. The Title VII authorizes activities to increase the involvement of the private sector employers in the employment and training of the economically disadvantaged.

Fiscal Year 1981 was distinguished by dramatic budget cutting at the national level. The elimination of CETA's Public Service Employment (PSE) programs cut its funding by about one-half, nationally. PSE programs operated by the Office of Maine CETA were phased out during FY 1981, resulting in the elimination of approximately 1,400 subsidized jobs for CETA participants.

Related developments include a reorganization of the service delivery community. The Office of Maine CETA is moving from an exclusive delivery network in each of its eleven counties, to a single contracted, comprehensive deliverer in Androscoggin, Franklin, and Oxford counties; in Knox, Lincoln, Sagadahoc, and Waldo counties; and in Aroostook County. The Office of Maine CETA is delivering services directly in Kennebec, Somerset, and Washington counties.

The Office of Maine CETA continues to receive recognition from the Department of Labor for its effective management of programs, for the quality of participant experiences following enrollment in CETA, and for the cost efficiency of its programs relative to other CETA prime sponsors in New England.

In February 1981, the Office of Maine CETA's Executive Director, William R. Malloy, was appointed Commissioner of the Department of Manpower Affairs by Governor Brennan. Mr. Malloy subsequently appointed Jack E. Lyons as Executive Director of this agency.

PUBLICATIONS:

The Office of Maine CETA publishes a Comprehensive Employment and Training Plan (CETP) each year which details the agency's methods of administration and management as well as the specific program plans for the subsequent fiscal year. It is a public document available to anyone by writing the Executive Director, Office of Maine CETA, Statehouse Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MAINE CETA	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,751,053				1,751,053	
Retirement	292,424				292,424	
Computer Services—State	1,081				1,081	
Rents	63,832				63,832	
Commodities	98,674				98,674	
Grants—Subsidies—Pensions	19,487,914				19,487,914	
Buildings and Improvement	—1,395				—1,395	
Equipment	23,102				23,102	
Transfers to Other Funds	58,967				58,967	
Other Contractual Service	549,329				549,329	
TOTAL EXPENDITURES	22,324,981				22,324,981	

DATA PROCESSING DIVISION

ROGER N. EDWARDS, DIRECTOR
PAUL W. GRAY, Analyst Programmer III

Central Office: 20 Union Street, Augusta *Telephone:* 289-3168
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169D; *Citation:* 26 M.R.S.A., Sect. 1041

PURPOSE: The purpose of this Division is to provide a total data processing service for the Bureau. It includes but is not limited to large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services.

ORGANIZATION: The Data Processing Division is composed of a Director, and a staff of 16 Analyst Programmers, 9 Data Entry Technicians, 8 Computer Operators, and 2 Data Quality Control Specialists.

PROGRAM: The Data Processing Division is a support unit for the other Divisions in the Bureau.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $975,434 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs.

PROGRAM: The Board of Elevator and Tramway Safety held two public hearings during Fiscal Year 80-81. The meetings were concerned with the adoption of rules for the construction and installation of vertical and inclined lifts for use by the handicapped. Based upon the advice of the Attorney General's Office that the Board should adopt such rules, the Board formulated these rules at their May 20, 1981 meeting. The Board also adopted the changes to the National Elevator Code to be included as the rules for new elevators in the State.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $548.00 in FY 81 and are, by administrative decision, included with those of Boiler, Elevator, Tramway Division, Bureau of Labor.

BUREAU OF EMPLOYMENT SECURITY

SETH W. THORNTON, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* T0026 Sect. 1082

Average Count—All Positions: 652 *Legislative Count:* 0

Organizational Units:

- Administrative Services Division
- Appeals Division
- Data Processing Division
- Employment Security Commission
- Job Service Division
- Manpower Research Division
- Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Manpower Affairs. The Bureau provides manpower services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective manpower services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored manpower training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide manpower concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Manpower Affairs. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Manpower Affairs directly under the supervision of the Commissioner of Manpower Affairs. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Manpower Affairs.

PROGRAM: The Program of this Bureau is implemented through its seven component subunits.

PUBLICATIONS:

See Manpower Research Division

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,023,218		21,946		9,001,272	
Retirement	1,568,176		2,376		1,565,800	
Computer Services—Comm	13,313				13,313	
Computer Services—State	2,770				2,770	
Rents	865,618		183		865,435	
Commodities	308,706		305		308,401	
Grants—Subsidies—Pensions	83,354,065		670,155		15,255,906	67,428,004
Equipment	1,075,917				1,075,917	
Transfers to Other Funds	87,740		87		87,653	
Other Contractual Service	1,285,248		14,818		1,270,430	
TOTAL EXPENDITURES	97,584,771		709,870		29,446,897	67,428,004

MAINE EMPLOYMENT SECURITY COMMISSION

ROBERT E. PENDLETON, JR., CHAIRMAN

Central Office: 175 Lancaster Street, Portland *Telephone:* 774-0427
Mail Address: P.O. Box 3574, Portland, Maine 04101

Established: 1936 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Maine Employment Security Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, appoint deputies and hearings examiners, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Employment Security Commission consists of three members: a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Employment Security Commission conducted adjudicatory hearings in all parts of the State in FY 81. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. In FY 81, the Commission disposed of 1,131 regular benefit appeals, an increase of 16.5% from the 971 cases disposed of in FY 80. In addition, 57 extended benefit appeals were considered during FY 81. As of July 1, 1981, the Commission had 201 benefit appeals pending. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A. 1051-5. In FY 81, 69 such requests were decided.

In accordance with 26 M.R.S.A. 1044-2, the Commission must approve attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. 69 attorney fee approvals were considered in FY 81. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. 55 Tax Assessment appeals were heard and decided in FY 81. Further, the Commission, pursuant to 26 M.R.S.A. 1251-1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries. In FY 81, one such determination was made.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A. 1082-2, may adopt, amend, or rescind rules and regulations which govern Employment Security matters. The Commission conducted one public hearing in FY 81 in which it determined that new regulations should be adopted and existing regulations should be amended. In accordance with 26 M.R.S.A. 1082-2, the Commission is authorized to appoint claims deputies and appeals referees. In FY 81, one claims deputy was appointed.

In FY 81. the Commission also utilized the services of legal interns in updating the Employment Security Precedent Manual. The Precedent Manual will now be a useful reference guide for the Commission, appeals referees, and claims deputies. Looking toward FY 82, the Commission anticipates an increased demand in its adjudicatory function, the need to promulgate new regulations in several areas and further deputy or appeals referee appointments.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $165,523 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981. These costs are also recorded in the Bureau of the Budgets PLA-BAC system.

STATE EMPLOYMENT AND TRAINING COUNCIL

J. MARCEL LAFLAMME, CHAIRPERSON
JANE C. WEED, EXECUTIVE DIRECTOR

Central Office: 283 State Street, Augusta *Telephone:* 289-2686
Mail Address: Statehouse Sta. #82, Augusta, Maine 04333
Established: May 23, 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168A; *Citation:* Exec. Order FY 79 #14
Average Count—All Positions: 14 *Legislative Count:* 0

PURPOSE: The major responsibilities of the State Employment and Training Council, as mandated by the federal Comprehensive Employment and Training Act (CETA), are to continuously review and evaluate CETA and state agency employment, training and related services; to work toward the coordination of such programs, including consultation with the Maine Advisory Council on Vocational Education; to submit a public Annual Report to the Governor and to issue other appropriate reports and studies; to comment at least annually on the plans of CETA prime sponsors and state agencies providing employment, training and related services; to participate in the development of the Governor's Coordination and Special Services Plan; and to provide the CETA prime sponsors with specified planning information.

The State Employment and Training Council (SETC) also serves as grant planner and manager for the Governor's Grants under Titles II and IV of CETA. An Executive Order dated May 23, 1979, reiterates most of these responsibilities, and states that the SETC's overall responsibilities are to assist in the development of employment and training policy, to review Federal and State legislation relating to the employment and training system, and to plan and manage designated Governor's discretionary funds.

ORGANIZATION: The State Employment and Training Council, first known as the State Manpower Services Council, was created by the Comprehensive Employment and Training Act of 1973. The State Manpower Services Council and the Balance of State (Office of Maine CETA) planning council were originally one and the same; in 1976, when two counties broke away from the Balance of State area to become independent prime sponsors, the State Manpower Services Council and the Balance of State Planning Council were separated, under federal regulation, and assumed separate sets of responsibilities.

The State Manpower Services Council was renamed the State Employment and Training Council in June of 1978, and remained within the Executive Department until Executive Order

14 FY 78/79, dated May 23, 1979, transferred the Council into the Department of Manpower Affairs, with the Council Director reporting directly to the Commissioner of Manpower Affairs.

PROGRAM:

Grant Management. The SETC functions on a federal fiscal year beginning October 1 and ending September 30. During FY '81, the SETC was funded through a $366,986 allocation under CETA, and in addition was responsible for the Governor's Coordination and Special Services Grant ($667,284), Supplemental Vocational Education Assistance ($816,555), Education Linkages Grant ($412,242), and the Statewide Youth Services Grant ($346,245), all discretionary grants under CETA.

Among SETC's major activities during the state fiscal year were the planning, management, and monitoring of these grants. Although targeted at different areas of services—statewide coordination, vocational education, CETA/education linkages, and youth—all the grants have as their general purpose the supplementation and augmentation of existing employment and training services.

Coordination. Tasks within this category have three goals: the promotion of greater cooperation among CETA and related programs, the provision of technical assistance to employment and training service deliverers, and the sharing of information. FY '81 activities included the organization of meetings and conferences at which CETA representatives and the staff of other programs were brought together to explain their respective programs and operating standards, and to discuss ways in which their different services could more effectively serve common target groups. Examples of coordination within Maine include the Department of Educational and Cultural Services, Human Services, Mental Health and Corrections, and other agencies and divisions within Labor; the Executive offices of State Planning and State Development; councils, commissions, and advisory groups including the Maine Commission for Women, the Governor's Committee on Employment of the Handicapped, the Industrial Development Council of Maine, the Maine Advisory Council on Vocational Education, the Adult and Community Education Advisory Board, the Task Force on Secondary Programming for the Handicapped, the Maine Juvenile Justice Advisory Group, and the Senior Community Service Employment Program Advisory Council; the Division of Community Services; the Maine Criminal Justice Planning and Assistance Agency; the New England Economic Project; and local educational agencies and Private Industry Councils.

Council comments on CETA prime sponsors' and state agency annual plans are also aimed at increased coordination, as are the Council's membership on the Maine Occupational Information Coordinating Committee, the Maine Advisory Council on Vocational Education, and various other advisory councils and work groups.

Research. Research activities deal with statistics and issues. Aggregation and analysis of statewide CETA data, contributions to county and state planning documents, and economic and population information are examples of statistical SETC studies. Chief among issue-oriented research are the implications of state and federal legislation for the provision of employment and training programs, the status of new initiatives, the status of CETA services to target groups, and the development of the Governor's Annual Employment and Training Report.

Balance of the State Fiscal Year. SETC activities for the balance of the fiscal year will continue those outlined above.

PUBLICATIONS:

1980 Annual Employment and Training Report to the Governor—1981

1982 Statewide Annual Planning Information Report—1981, with the Manpower Research Division.

Employment and Unemployment Among Maine Youth: A Longitudinal Study, 1978-1980—1981.

Employment and Unemployment Among Maine Youth: Further Analysis—1980.

The Maine Metal Products Industry and the Role of Government: Considerations for Policy and Program Development—1980.

CETA Activity in the State of Maine Fiscal Year 1980-1981.

The Transitioning of AFDC Recipients to Good Jobs in the Labor Force—1981.

Employment and Training in Maine Agriculture—1981 (expected).

Maine Employment and Training Directory—1981.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYMENT AND TRAINING COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	218,734				218,734	
Retirement	37,930				37,930	
Rents	16,533				16,533	
Commodities	5,726				5,726	
Grants—Subsidies—Pensions	793,703				793,703	
Equipment	6,722				6,722	
Transfers to Other Funds	8,364				8,364	
Other Contractual Service	93,730				93,730	
TOTAL EXPENDITURES	1,181,442				1,181,442	

INDUSTRIAL SAFETY DIVISION

LESTER C. WOOD, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 1701; *Citation:* 26 M.R.S.A., Sect. 44
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Division is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector. It also enforces legislative Rules and Regulations in both the Public and Private Sectors.

ORGANIZATION: The Division consists of five (5) compliance officers, two (2) clerical personnel and a division director.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Industrial Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program one State Compliance officer has been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

The compliance officers also enforce the Chemical Substance Bill in both the Public and Private Sectors.

Seminars. During the year, the division provided speakers for group meetings, conducted safety programs and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 81 are as follows:

Total Number of Calls	1,753
State Agency	269
Municipality	818
School District	220
County	10
Water/Sewer District	148
Private	183
7-C-1 Consult	105
Citations	3,832

PUBLICATIONS:
Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $165,734 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

JOB SERVICE DIVISION

LEONARD R. NILSON, DIRECTOR
JON B. GUAY, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-3433
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169J; *Citation:* 26 M.R.S.A., Sect. 1083

PURPOSE: The primary objective of the Job Service Division, an administratively created division within the Bureau of Employment Security, is to meet the placement needs of employers and applicants.

ORGANIZATION: The Job Service Division has twenty-one local offices and seven Work Incentive Offices (WIN)throughout the state.

PROGRAM: The statewide Maine Job Bank, a computerized job order information system, continued operations during FY 81. It provides information to the division's twenty-one local offices, and seven Work Incentive Program (WIN) offices. With a total of 38,121 openings, these offices made 82,146 referrals resulting in 27,600 placements. To utilize the Job Bank's services employers place their job orders with the Maine Job Service office in their area or by calling the Maine Job Bank's toll free number in Augusta.

Counseling Services: A total of 4,797 individuals received counseling services. A total of 1,411 were tested during 1981. Of that figure 755 were given aptitude tests and 333 were given performance tests.

Work Incentive Program: The Division's Work Incentive Program assists persons receiving Aid to Families with Dependent Children (AFDC) to find suitable employment through counseling, training and supportive services. In FY 81 the program worked with 12,191 registrants. A total of 622 individuals were placed and 1,488 obtained employment.

Federal Contractor Job Listing Program: The Division also monitors the Federal Contractor Job Listing Program, which requires employers with Federal contracts to list their job openings with the Maine Job Service. This program has undergone many changes, most notably Public Law 93-508, requiring companies to conduct an Affirmative Action Program for the hiring of veterans. A continued objective has been the placement of veterans, primarily those classified as Vietnam Era and Disabled Veterans. As previously indicated, primary emphasis is placed upon employers to provide an affirmative action program for veterans, based upon the amount of the federal contract they have obligated themselves to perform. At this time the Division has identified 483 companies with 992 job hiring sites as federal contractors. The program provides a continuing input into the Job Bank in the form of new orders. The local offices continue to support this program, performing field visits with employers to explain their obligations in job listing requirements.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $5,095,042 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect this division's costs for the 12 month period ending June 30, 1981.

BUREAU OF LABOR

MARVIN W. EWING, DIRECTOR
PAUL LOVEJOY, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sect. 41

Average Count—All Positions: 44 *Legislative Count:* 40

Organizational Units:
Board of Boiler Rules
Board of Occupational Safety and Health
Minimum Wage Rate on Construction Projects Board
Apprenticeship Division
Research & Statistics Division
Minimum Wage, Child Labor, Stuffed Toys Division
Boiler, Elevator, Tramway Division
Industrial Safety Division
Board of Elevator & Tramway Safety
State Apprenticeship & Training Council

PURPOSE: The Bureau of Labor was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was elminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

PROGRAM: The Bureau of Labor is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Manpower Affairs with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway, Industrial Safety, and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division and Board are provided separately.

PUBLICATIONS:

Maine Labor Laws—available at $5.00 per copy

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	587,959	541,356			46,603	
Retirement	101,150	92,769			8,381	
Computer Services—Comm	—1,094	—1,094				
Computer Services—State	13,326	3,733			9,593	
Rents	115	15			100	
Commodities	2,847	2,004			843	
Grants—Subsidies—Pensions	10,773		10,773			
Equipment	2,484				2,484	
Transfers to Other Funds	4,899		6		4,893	
Other Contractual Service	108,406	88,260	105		20,041	
TOTAL EXPENDITURES	830,865	727,043	10,884		92,938	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA) and the University of Maine Labor Relations Act (UMLRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all three Acts. The PELRA, SELRA, and UMLRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding and interest arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both the public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA and UMLRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA and UMLRA. As of October 1, 1976, amendments to the UMLRA included thereunder employees of the Maine Maritime Academy. In the Fall of 1981 County employees will enjoy collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA and UMLRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA and UMLRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act from 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board subsequently became the Maine Labor Relations Board and acquired responsibility for administrating the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and the amendments thereto for the Maine Maritime Academy as of October 1, 1976. The aforementioned restructuring of the Department of Labor and Industry to the Bureau of Labor and Industry was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for which were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. The years 1977 through 1980 had been years which saw feverish organizational activity that encompassed areas in the municipal sector other than school employees and University of Maine employee sector as well. Consequently FY 1981 was a year which experienced a slowdown in the number of petitions for new bargaining units, from 54 in FY 1980 (the record) to 28 new filings in FY 1981. It can be expected however that with the advent of County employee bargaining there will be a number of requests to formulate units of County employees and it is likely that the number of Unit Determination petitions filed in FY 1982 will undoubtedly exceed the filings of FY 1981.

Since the number of unit requests declined it would be expected that the number of election requests received would also decline since it is necessary to formulate a bargaining unit before an election can be had among the employees in the unit. This is reflected in the FY 1981 figures. After several years of continuing increases in the number of election petitions filed the number of requests declined in FY 1981 approximately 28% from the record number received in FY 1980. As the County employees organize pursuant to newly won bargaining rights provided by the 110th Legislature, it can be expected that this new sector of eligible employees will be reflected in future representation figures.

The number of decertification petitions remained stable at 10 petitions. Among the decertification attempts were two petitions for elections to attempt to unseat the current bargaining agent for two of several bargaining units of State employees. Each of these petitions failed on procedural grounds since upon examination by Board personnel the number of valid signatures failed to meet the statutory minimum "showing of interest" of 30 percent among employees in the target bargaining unit. If the petitions had survived procedurally, they would have represented the first challenge to bargaining agent status of the incumbent representatives for the State employee bargaining units.

Similarly, thus far there have not been any challenges to incumbent bargaining agents under the University of Maine Act. Of course, where collective bargaining agreements are in place decertification petitions may only be filed in the "60 to 90 day" window period prior to the termination date of the agreement. This limitation on challenges to incumbent bargaining agents contributes to the stability of labor relations, which is one of the primary goals of the collective bargaining statutes.

All of the three labor relations acts administered by the Maine Labor Relations Board contain dispute resolution techniques and impasse resolution procedures. In each instance, these involve mediation, fact finding and interest arbitration. While the interest arbitration process is administered by and through the desires of the parties after they have completed mediation and/or fact finding, the agency directly administers the first two phases, i.e., mediation and fact finding. During the past year mediation case filings decreased modestly by 15% but fact finding requests increased by 29% which is a record number of requests for that particular dispute resolution process. These changes are attributed in part to the push towards fiscal austerity or fiscal responsibility on behalf of bargainers.

Despite the modest decline in new mediation requests, there were more case *in toto* which in FY 1981 required the assistance of mediation personnel and have been subject to the impasse resolution techniques of fact finding and interest arbitration. The mediation success rate was 59+% during FY 81, consistent with the success rate for the years FY 75-78 and the next best settlement rate to the 67% settlement rate for FY 79. The success rate of mediation is generally affected by the number of cases outstanding, the austere financial conditions facing municipal and state budget personnel, and the number of issues being submitted to the mediation and/or fact finding process. The mediation statistics reflect only those cases in which there has been a complete settlement of all outstanding issues. Therefore, if there were several issues in the mediation case with all issues except one being resolved by the mediator, that case does not show as a positive statistic.

The most time-consuming and staff-intensive activity of the Board involves prohibited practice complaint proceedings. With the exception of FY 79, more prohibited practice complaint proceedings were filed in FY 81 than any other fiscal year during the existence of the Board, and exactly eighty-five prohibited practice complaint cases were involved in active docket management and administration during the past fiscal year. Prohibited practice complaint proceedings continue to be the most time-consuming activity of the Board and its staff because of details in docketing, arranging hearings before the Board members, processing prehearing conferences, arranging for hearing locations, arranging for post-hearing memoranda, and the research and preparation involved in the decisions themselves. While it might be expected that some areas of activity might stabilize with the maturing of the relationship between labor and management proponents, the agency anticipates the prohibited practice complaints will remain near the filing level achieved in FY 81 since the Maine Labor Relations Board is being looked upon more frequently to develop policy and assist the parties in creating and maintaining an effective labor-management relationship with each other.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	159,927	159,927				
Retirement	21,687	21,687				
Commodities	1,397	1,397				
Other Contractual Service	27,423	27,423				
TOTAL EXPENDITURES	210,434	210,434				

LEGAL DIVISION (MANPOWER AFFAIRS)

SUSAN FARNSWORTH, ASSISTANT ATTORNEY GENERAL

Central Office: 20 Union Street, Augusta *Telephone:* 289-2191
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1939 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168L; *Citation:* 26 M.R.S.A., Sect. 1082

PURPOSE: The primary function of the Legal Division of the Department of Manpower Affairs is to provide legal services to the Department and to represent the Department in all court proceedings.

ORGANIZATION: All attorneys within the Legal Division are Assistant Attorneys General and are under the supervision of the State Attorney General's Office.

PROGRAM: Legal services provided include representing the Department in all litigation in which the Department is a party, such as unemployment benefit appeals, employer tax assessment appeals, unemployment tax collection matters, contract-bid disputes, class action challenges to Departmental procedures, employee grievances, CETA related grievances, and Bureau of Labor enforcement proceedings. In addition, the Legal Division drafts all Department related opinions, reviews all Departmental leases, contracts, regulations, and other documents, and reviews all Departmental proposed legislation.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $170,526 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981.

STATE MANPOWER PLANNING COUNCIL

PETER COE, CHAIRPERSON
ROBERT JONES, Manpower Specialist

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1976 *Sunset Termination Starting by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168N; *Citation:* Exec. Order 1 FY 80

PURPOSE: The State Manpower Planning Council (SMPC) is required by federal legislation to articulate the employment and training needs of the community for the prime sponsor. Its composition reflects on equitable representation of related public and governmental agencies and socioeconomic groups. It advises the prime sponsor on its annual plans of service and on strategies for more effectively carrying out its purposes.

ORGANIZATION: The SMPC was reorganized in 1979, to reflect changes in composition required by new CETA legislation. It meets monthly and includes three subcommittees which also meet monthly and on an Ad Hoc basis: Youth, Public Service Employment, and Training and Evaluation.

PROGRAM: During the past fiscal year the State Manpower Planning Council conducted eleven meetings for the purpose of reviewing performance and recommending changes in the conduct of the Maine Balance of State CETA program. In addition to participating in the development of the FY 81 Comprehensive Employment and Training Plan of the Office of Maine CETA, the Council has advised this agency concerning several major decisions necessitated by the reduction in Federal funding. Specifically, the Council was instrumental in the development of policy and plans for the termination of Public Service Employment activities; determination of revised service delivery areas for FY 82; and in the selection of service deliverer organizations for the next fiscal year.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $4,533 in FY 81 and are, by administrative decision, included with those of Office of Maine CETA.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 965.

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently seven appointees to the Panel of Mediators.

PROGRAM: Eighty-three new mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators in FY 1981. This reflects a 15 percent decrease from the 98 cases filed in the prior fiscal year. Despite the modest decline the continuing high level of mediation use over the past several years clearly reflects the acceptance of this dispute resolution device by the labor relations community. The members of the Panel of Mediators achieved major accomplishments through the application of mediation for contracts involving university bargaining units. While the contracts for university employees involved collective bargaining agreements for large bargaining units, the most frequent use of mediation services continues to be at the municipal level for municipal or school employees. More than 55 communities and public entities received services from the Panel of Mediators in FY 1981.

There were a record 179 mediation-man-days devoted to the mediation matters which had been concluded during FY 81. This calculates to an average of 1.83 mediation-man-days per case. Using the average of 1.83 mediation-man-days per case, the total man-day requirement for mediation services, based on mediation requests filed, would approximate 192 mediation-man-days per fiscal year. With the increasing skills of the parties and the increasing attention devoted to the fiscal climate, we anticipate that the mediation-man-day requirement for FY 1982 will remain close to or above 190 mediation-man-days per year. The level of 1.83 mediation-man-days per case employed in FY 1981 reflects a slight decrease from 2.11 mediation-man-days per case in FY 1980. For the period FY 1975 through FY 1978, the number of mediation-man-days per case was less than 2.0; however, that period represented less attention to budgetary and fiscal constraints on behalf of many negotiators. While the 174 mediation-man-days devoted to all mediation cases concluded in FY 1981 represents a record high, we anticipate that the demand for services will continue to remain in the vicinity of 190-200 mediation-man-days per year in the immediate future.

The success or settlement rate for the Panel of Mediators was 59+ percent during FY 1981. While this represents a decrease from the extraordinary settlement rate of 67 percent in FY 1979, it compares favorably with the settlement rates for the period FY 1975 through 1978 and 1980, which ranged between 51 percent and 59 percent annually. We do note that more complicated issues are being referred to mediation and that members of the Panel of Mediators are being challenged by technical questions involving scope of bargaining and the identification of mandatory subjects for bargaining. Notwithstanding the increasing responsibilities placed on members of the Panel of Mediators, we believe that the increasing experience and sophistication of many negotiators along with the successes achieved in mediation will continue the trend of more and more disputes being referred to mediation as a means for settlement. The referral of such matters to members of the Panel of Mediators reflects not only acceptance in the mediation process but also confidence in the skills of the individuals who are serving as members of the Panel of Mediators.

FINANCES, FISCAL YEAR 1981: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $17,378 in FY 81, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

MINIMUM WAGE, CHILD LABOR AND STUFFED TOYS DIVISION

PAUL K. LOVEJOY, DEPUTY DIRECTOR, BUREAU OF LABOR
ANNE L. HAMEL, Supervisor Employment Standards

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170C; *Citation:* 26 M.R.S.A. Chapter 7, Chapter 5, Subchapter 1, 1-A, 1-B

Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: Since the enactment of the first Minimum Wage Law at $1.00 per hour in 1959, this Division has the responsibility of enforcement of minimum wage and overtime laws, plus payment of wages, vacation pay and severance pay. Child labor laws include protection to minors (under 18 years of age) against hazards in certain occupations and extensive work hours daily and weekly if they are under 16 years of age. One method of compliance is the Part-Time & Vacation Work Permit and the Certificate of Age requirement.

Manufacturers or importers of Bedding;Upholstered Furniture and Stuffed Toys must register with the Bureau of Labor before they can sell these articles in Maine. Stuffed toys are tested by the State Health Laboratory to insure that the stuffing contents are free from harmful bacteria, and all Bedding;Upholstered Furniture must be labeled to insure that Maine does not become a "dumping ground" for unclean bedding and upholstered furniture.

ORGANIZATION: This division was the "Women & Child Labor Division" until 1959 when minimum wage was added to the division title. During the past 10 years other sections were added through legislative act which included severance pay, payment of wages, unfair agreements and the Wage Assurance Fund. Whereas the field inspectors in this division called at most manufacturing and mercantile establishments the Bedding;Upholstered Furniture & Stuffed Toys administration and enforcement was added to the Minimum Wage & Child Labor Division.

PROGRAM:

Division of Minimum Wage & Child Labor. The Maine minimum wage increased on January 1, 1981 to $3.35 per hour. It was the final step of a three-year program which kept Maine at the same minimum wage rate as Federal.

Although the number of minimum wage and overtime violations has declined, other wage violations have increased considerably during the past 12 months. Illegal deductions and nonpayment of wages were the highest ever recorded by the Bureau of Labor. Two-hundred-seventy-seven complaints of unpaid wages and illegal deductions were investigated and resulted in $67,737.10 paid back to employees. The Bureau filed complaints against six employers in the District Courts for this type of violation during the past year and several more cases have reached the final step before prosecution becomes necessary.

The Maine Wage Assurance Fund enacted in late 1979 and the Severance Pay Law enacted in 1975 have both become very important factors during 1980-81. There were 11 small employers who went out of business and had no assets left to pay their employees. Consequently, 80 employees were paid a total of $12,521.12 from the Maine Wage Assurance Fund. Four major plants closed their doors in May and June of 1981, involving approximately 1,000 employees subject to severance pay and two other large employers expect to cease operations within two months, which will affect approximately another 1,200 to 1,400 employees.

The 110th Maine Legislature passed two important bills that were necessary to protect employees' wages. One clarified the "Unfair Agreement" law which prevents illegal deductions from employees' pay checks and the other increased the minimum base salary of administrative, executive and professional employees from $150 up to $175 per week, thus making it more difficult for employers to avoid paying overtime to employees in a lower pay bracket.

More than $81,493.44 was paid back to 438 employees during the past twelve months by employers who were found to be in violation for not paying the required minimum wage, overtime or unpaid wages, including vacation pay.

There was another increase in the cost of operations for the Wage & Hour Division, but with the rising costs and the increased complaints for Wage Assurance and Severance Pay the State has been able to enforce the laws adequately. However, the Division has to schedule some of the complaint investigations for Aroostook and Washington Counties over a period of several weeks, as the Division does not have an investigator for that area.

Stuffed Toys, Bedding and Upholstered Furniture. There were 113 new registration certificates issued for manufacturers and importers to sell stuffed toys in Maine during 1980 and 213 reissues, making a total of 326 certificates issued. There was a total of 621 registrations to sell bedding;upholstered furniture in the State for 1980, 103 of which were new registrations.

The following is a statistical summary of Wage & Hour Division activities:

Inspections	10,235
Violations, Total	2,729
Work Permits Approved	6,373
Minimum Wages & Overtime Paid to Employees	$13,756.34
Unpaid Wages & Vacation Pay to Employees	$67,737.10
Registration Fee, Bedding;Upholstered Furniture	$21,085.00
Registration Fee, Stuffed Toys	$ 8,465.00

LICENSES, PERMITS, ETC.:

Registration: Bedding & Stuffed Toys.

Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)

Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)

Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)

Bedding;Upholstered Furniture Law, BL No. 39 (free)

Stuffed Toy Law, BL No. 450 (free)

Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $184,571 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

MAINE OCCUPATIONAL INFORMATIONAL COORDINATING COMMITTEE

WILLIAM R. MALLOY, COMMISSIONER MANPOWER AFFAIRS
GERARD P. BILODEAU, Executive Director

Central Office: Stevens School Admin. Bldg., Hallowell *Telephone:* 289-2331
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333
Established: August, 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168B; *Citation:* Exec. Order FY 79 #13
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The central purpose of the MOICC is to promote coordination, cooperation, and communication among member Maine agencies in the development of a statewide career and occupational information system. This system will embody integrated sub-systems of information, will be based on uniform definitions and on standardized methodologies and occupational classifications, and will be designed to meet the common occupational information and data needs of vocational education and manpower program planners and administrators, and the career information needs of individuals, particularly CETA target groups, students and unemployed youths, who are involved in career decision-making or job search activities.

ORGANIZATION: The MOICC was created as a result of four Federal legislative acts—the Education Amendments of 1976, the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, the Comprehensive Employment and Training Act as amended in 1978, and by an Executive Order of the Governor. Statutory Committee membership is prescribed by the legislation and the Executive Order and consists of the Commissioner of the Department of Manpower Affairs, the Commissioner of the Department of Educational and Cultural Services, the Commissioner of the Department of Human Services, and the Chairperson of the State Employment and Training Council. The Department of Manpower Affairs serves as the MOICC's fiscal agent, and the Executive Director reports to that Department's Commissioner. Although grant approval and special purpose funding functions remain with the four statutory members, other agencies may be invited to participate as associate members in order to broaden the perspective of the Committee in coordinating the development and use of a comprehensive career and occupational information system. Associate members of the Committee consist of the following individuals: the Commissioner of the State Department of Personnel, the Director of the State Development Office, the Executive Director of the Office of Maine CETA, the Director of the State Planning Office, the Associate Commissioner of the Department of Mental Health and Corrections, the Executive Director of the Maine Advisory Council for Vocational Education, and the Director of the Division of Community Services. A formal inter-agency agreement among the four statutory Committee members was signed in 1977, but actual Committee operations did not begin until the hiring of staff in November, 1978. Through a recent Executive Order, the Commissioner of the Department of Manpower Affairs was designated as Chairperson of the Committee. It is important to note that the MOICC is not intended to be a data collection agency. Rather, through the cooperation of its statutory member agencies, MOICC staff has developed two systems of coordinated career and occupational information built upon existing data sources from within member agency units.

PROGRAM: Significant accomplishments during FY 81 included the operational implementation of the Career Information Delivery System (CIDS) and the development of a computerized interactive Occupational Information System for Program Planners (OIS).

In November, 1980, the CIDS became operational at approximately 100 sites throughout the State. These sites included schools, VTI's, University of Maine campuses, CETA Intake Centers, selected Vocational Rehabilitation and Job Service Offices, and Correctional Institutions. Each of these sites accessed the various files of the CIDS through computer terminals linked to host computers over regular voice-grade telephone lines.

The CIDS consists of nine cross-referenced data files containing occupational, educational, military, training, and financial aid information. The occupational information files contain detailed descriptions of over 900 different occupations. This includes information about the skills each job requires, how much education or training is needed to qualify; the kinds of duties and responsibilities involved; working conditions and salary ranges; and the current and projected number of openings for selected occupations in Maine and nationwide.

Educational information files consist of 2-year, 4-year, graduate school, and post-secondary vocational school files giving users access to specific information about the institutions such as location, size, costs, programs of study, special services, campus activities, and more. The Armed Services file contains in-depth descriptions of more than 100 occupations in the military, plus information about related civilian jobs. The Financial Aids files contain complete information about scholarships, loans, and other financial aid programs available to students including eligibility requirements, application deadlines, dollar amounts, and where to write for more information or applications.

Since the implementation of the CIDS, approximately 20,000 individual users have accessed the system to assist them in answering questions related to career information needs. These figures were extracted from usage reports submitted to the MOICC by the various terminal locations. Feedback from counselors utilizing the system with their students and/or clients indicates that the CIDS has been an invaluable tool for them in their career counseling functions.

Fiscal 1981 represented the second year of a two-year matching agent received by the MOICC to develop and implement a statewide CIDS network. This grant program was sponsored by the National Governors' Association and administered by the National Occupational Information Coordinating Committee in Washington, D.C. For FY 1981, the Federal share consisted of $120,000, while the State share consisted of $74,000 from the Governor's CETA discretionary funds administered by the State Employment and Training Council, $31,000 from the Office of Maine CETA, $17,000 from the Department of Manpower Affairs, and $12,000 from the Department of Educational and Cultural Services.

The second significant accomplishment of the MOICC during FY 1981 has been the development of a unique computer interactive Occupational Information System for Program Planners (OIS). The OIS is intended to meet the information needs of vocational education and manpower program planners and administrators. Occupational supply and demand data produced by the MOICC's statutory member agencies has been coordinated and packaged into a comprehensive system of information to assist program planners make more informed decisions about where to invest increasingly scarce training program funds.

By accessing the OIS, program planners can be put in touch with occupational demand data, both historical and projected as well as occupational supply data such as vocational education and CETA enrollments and completions. By having access to the data, decisions can be made such as what types of training programs should be developed, retained, or phased out in light of conditions existing in the labor market environment.

The OIS will be fully operational and on-line early in FY 1982. Additional files will also be developed and added to the OIS to assist the State in its economic development efforts. Demographic data as well as skill availability data will comprise the foundation of these new files which will be developed in conjunction with the State Development Office and the State Employment and Training Council. The OIS will utilize a computer terminal interactive mode for immediate data access.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	76,818				76,818	
Retirement	12,928				12,928	
Computer Services—Comm	2,323				2,323	
Computer Services—State	3,523				3,523	
Rents	6,075				6,075	
Commodities	8,117				8,117	
Grants—Subsidies—Pensions	2,730				2,730	
Equipment	135,537				135,537	
Transfers to Other Funds	4,700		3		4,697	
Other Contractual Service	116,043		414		115,629	
TOTAL EXPENDITURES	368,794		417		368,377	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MARVIN W. EWING, CHAIRMAN
LESTER C. WOOD, Director, Industrial Safety Division

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta 04333

Established: 1975 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Industrial Safety is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Industrial Safety visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

Three (3) Board meetings were conducted during the year and additional rules and regulations were adopted in accordance with the Administrative Procedures Act.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $439 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

OPERATIONS DIVISION (CETA)

STEPHEN BENNETT, DIRECTOR

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1979 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168O; *Citation:* Exec Order 1 FY 80

PURPOSE: The Operation Division manages the provision of employment and training services in the community on behalf of the agency. It performs periodic formal assessments of the service providers and maintains a variety of program review systems which determines if and how well the conditions of financial agreements are adhered to. The service provider community it manages is composed of private, nonprofit agencies and local units of general government.

ORGANIZATION: This unit was reorganized in June of 1979, as one of the major divisions of the Office of Maine CETA.

PROGRAM: Specific activities and accomplishments of the Operations Division during the past fiscal year have been ongoing assessment of performance of contracting agencies; and provision of technical assistance to contractors in the accomplishment of their contractual obligations.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $382,539 in FY 81 and are, by administrative decision, included with those of Office of Maine CETA.

DIVISION OF PLANNING AND PROGRAM SERVICES

GEORGE VILES, DIRECTOR (Until February 17, 1981)
MARVIN ROSENBLUM, DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2695
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168P; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The division was established by the Commissioner of Manpower Affairs in 1979 to provide administrative assistance to the chief executive, particularly through research on issues of concern to the department and its divisions and through information dissemination and departmental programs and services, and to facilitate inter- and intra-departmental coordination.

ORGANIZATION: The division is composed of a director, a public information officer and a secretary.

PROGRAM: A primary activity was ongoing analysis of state and federal legislation affecting departmental functions. Impact analysis and related information were provided to the Commissioner and the State Legislature. In addition, the unit accomplished special research projects such as options for and affects of classification of major currently-unclassified departmental divisions in compliance with federal requirements; unemployment insurance; and other departmental issues.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $34,109.15 in FY 81 and are, by administrative decision, included with those of the State Employment and Training Council.

PRIVATE INDUSTRY COUNCIL (CETA)

ROBERT ST. MICHAEL, CHAIRPERSON
ELAINE LACROIX, Manpower Specialist

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1979 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 1681; *Citation:* Exec Order 1 FY 80

PURPOSE: The Private Industry Council (PIC) is required in federal legislation to assist the prime sponsor in bringing together private sector interests and public sector employment and training resources. It has accountability for program funds under Title VII of CETA, and for directing the prime sponsor's private sector emphasis in all titles of CETA. Programs developed by the PIC are operated through the prime sponsor's service providers.

ORGANIZATION: The Private Industry Council was established by Governor Brennan in the fall of 1979. Three staff were designated to assist in the PIC's operation shortly thereafter. The council meets monthly as does its Executive Committee. Bylaws are available by writing the Executive Director, at the Office of Maine CETA.

PROGRAM: The Maine PIC has received national recognition for the effectiveness with which it has merged economic development interests with the resources of the state's employment and training community. Its chairperson, Robert St. Michael, was appointed to the Department of Labor's Region I Management Assistance Advisory Group as a representative of the private sector in New England. The Management Assistance Advisory Group advises the Regional Administrator on management support strategies for all CETA prime sponsors in New England.

The Maine PIC has been instrumental in bringing several state and federal resources in Maine to bear on the problems associated with reductions in the public sector work force resulting from cutbacks in funding at the national level.

PUBLICATIONS:

The Maine PIC publishes an annual report to the Governor available to anyone by contacting the Executive Director, at the Office of Maine CETA.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $8,770 in FY 81 and are, by administrative decision, included with those of Office of Maine CETA.

PROGRAM AND RESOURCE DEVELOPMENT DIVISION (CETA)

MARVIN ROSENBLUM, DIRECTOR
PHILIP THIBODEAU, Deputy

Central Office: AMHI—Old Nurses Bldg., Augusta *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: 1979 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168R; *Citation:* Exec Order 1 FY 80

PURPOSE: The Program and Resource Development Division performs all planning, program development, and staff training for the agency and the service providers. It researches and develops detailed annual plans and systems of numerical evaluation. It designs and implements systems of management for the supervision of the service deliverers. The development of new service delivery models, the provision of upgrading of staff through training, and the development of cooperative agreements among related state agencies also fall within this division's responsibilities.

ORGANIZATION: The Program and Resource Development Division was reorganized in June of 1979, as one of the three major divisions in the agency.

PROGRAM: Specific activities and accomplishments of the Program and Resource Development Division during the past fiscal year have been all planning, program development, and staff training for the agency and service deliverers; research and development of detailed annual plan; research and development of systems of numerical evaluation; design and implementation of systems of management for the supervision of the service deliverers; development of new service delivery models; upgrading of staff capabilities through training; and development of cooperative agreements among related state agencies.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $432,435 in FY 81 and are, by administrative decision, included with those of Office of Maine CETA.

MANPOWER RESEARCH DIVISION

RAY A. FONGEMIE, DIRECTOR
PETER STAMAS, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-2271
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1939 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169R; *Citation:* 26 M.R.S.A., Sect. 1082

PURPOSE: The Manpower Research Division is responsible for developing and maintaining state and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

ORGANIZATION: The Manpower Research Division will be called the Division of Economic Analysis and Research starting in September. The sections within the Division will not have a change in name. The Manpower Research Division is organized in four distinct organizational units called sections. They are (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Out-look and Job Information, and (4) Labor Market Information Field Services. The last section just cited consists of staff stationed in four different areas in the State serving the needs of the public and private sectors for local labor market analysis.

PROGRAM: The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment, wages, and labor turnover by industry for the State and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for each of Maine's thirty labor market areas.

Occupational Statistics. Research was conducted to determine staffing patterns and wages in Maine's hospitals, nursing homes, and manufacturing industries. Wage surveys were made covering occupations in the Maine pulpwood and logging industry. Results were published, disseminated, and incorporated in the management and delivery of other programs. Labor supply and demand analyses were conducted. The Maine Occupational Coordinating Committee's Career Information Delivery System computer files were updated.

Job Search. Informational materials on Maine occupational licensing, specific job requirements, location of jobs by place and industry, and job-finding methods were developed. The job search information was provided to counselors and job placement specialists and targeted to all job seekers.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Portland, Lewiston, and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's thirty labor market areas. Monthly economic newsletters were prepared covering the larger labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Industry trends and outlook with occupational information were prepared for each county.

Management Information. A series of monthly analyses and reports were made to the Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

PUBLICATIONS:

1. Maine Labor Market Digest
2. Women and Minority Labor Force in Maine
3. Directory of Labor Market Information
4. Maine Occupational Licensing Requirements
5. Maine Occupational Outlook to 1982
6. Maine Occupational Staffing Patterns by Industry
   a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
   b. Manufacturing
   c. Selected Nonmanufacturing Industries
   d. Government
   e. Railroads, Trucking and Warehousing, and Transportation by Air
7. Maine Occupational Wages in Manufacturing and Nonmanufacturing Industries
8. Technical Services Monographs
9. Monthly Labor Market Information Newsletters
10. Annual Planning Information Reports, Statewide and for All Maine Counties

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $880,263 in FY 81 and are, by administrative decision, included with those of Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981.

RESEARCH AND STATISTICS DIVISION (LABOR)

WILLIAM A. PEABODY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1887 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170R; *Citation:* 26 M.R.S.A., Sect. 42-44, 46

Average Count—All Positions: 8 *Legislative Count:* 9

PURPOSE: The Director of the Bureau of Labor is required by statute to collect and distribute statistical data relating to industrial employment and output, the cause and effect of occupational injuries and illnesses, and the operation of trade unions and other labor organizations. This authority has been delegated to the Division of Research & Statistics.

ORGANIZATION: In 1873 the Secretary of State was assigned the authority to collect and print statistics on manufacturing, mining, commercial and industrial interests. The Legislature transferred that mandate to the new Bureau of Industrial and Labor Statistics, which was established as a separate department in 1887. In 1911 the name was changed to the Department of Labor and Industry with the addition of regulatory authority concerning employment. At that time, the collection of industrial statistics was assigned to the Division. This relationship has remained through several name and organizational changes at the Department and Bureau level.

PROGRAM: The following are the major programs of this Division:

Manufacturing Economic Data. Manufacturing firms are surveyed requesting data relative to the value of product, capital expenditures, exports and imports, and workers covered by union contracts. Additional information concerning the number of workers and gross wages paid is supplied by the Bureau of Employment Security, Manpower Research Division. Data is tabulated by industrial classification, county, civil division, economic area, and plant size. The results are published in the *Census of Maine Manufacturers.* Special studies are performed on request.

Occupational Injuries and Illnesses. The division, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics, conducts two programs for the collection of statistics concerning occupational injuries and illnesses. These programs are:

Occupational Safety and Health Statistical Program (OSHS): A sample of employers operating in the State of Maine is surveyed to gather data on the incidence of occupational injuries and illnesses, average employment, and hours worked. From this raw data, state-wide statistics are estimated and tabulated. The resulting numbers of incidents and the incidence rates are published in *Occupational Injuries & Illnesses in Maine.*

Supplementary Data System (SDS): This program codes selected data from the Employer's First Reports of Occupational Injury or Illness submitted to the Workers' Compensation Commission. This data is tabulated and published annually in *Characteristics of Work-Related Injuries and Illnesses in Maine.* Special studies are performed on request.

Labor Relations. The Division publishes the *Directory of Maine Labor Organizations,* which is a listing of the local unions and their current officers with addresses and telephone numbers. Three work sheets are compiled and printed showing union membership by local, listing organized manufacturing firms and relevant union locals, and listing organized non-manufacturing firms with locals. Files on union contracts, National Labor Relations Board and Maine Labor Relations Board elections, and work stoppages are also maintained and used to perform special studies.

PUBLICATIONS:

Census of Maine Manufacturers, annual, free, mailing list maintained.

Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.

Directory of Maine Labor Organizations, annual, free, mailing list maintained.

Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $142,058 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

UNEMPLOYMENT COMPENSATION DIVISION

WALTER I. CLARK, DIRECTOR
WILLIAM J. CURRAN, III, Assistant Director

Central Office: 20 Union Street, Augusta *Telephone:* 289-2316
Mail Address: Statehouse Sta. #54, Augusta, Maine 04333
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169U; *Citation:* 26 M.R.S.A., Sect. 1041

PURPOSE: The Unemployment Compensation Program is intended to insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers.

ORGANIZATION: The Unemployment Compensation Division of the Maine Department of Manpower Affairs, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of fifteen (15) local offices and an Interstate claims office.

PROGRAM: Unemployment compensation workloads for unemployment insurance claims activities exhibited a slight increase for FY 81. The number of initial claims for unemployment benefits under the regular state program totaled 194,617, an increase of over 13,000 from the previous year. The number of new claims filed under the Extended Benefits (EB) program increased significantly to a total of 19,464. A total of 1,067,083 continued claims were processed under the state Unemployment Insurance (UI) and Extended Benefits (EB) programs generating $78,008,920 in benefits paid for 956,434 weeks compensated. Additionally, former federal employees were paid $499,366 for 6,019 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemembers were paid $1,984,127 for 19,929 weeks compensated under the Unemployment Compensation for Ex-Servicemen (UCX) program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 102,837 weeks compensated for a total of $2,501,968 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974. The Special Payment Unit also processed allowance payments amounting to $2,165,923.42 for recipients of the Work Incentive (WIN) and Comprehensive Employment and Training Act (CETA) programs.

Claims Deputies: Claims Deputies in the Division's fifteen local offices and the Interstate Office rendered 77,766 nonmonetary determinations to adjudicate disputed claims. This total represents an 11 percent increase to the number of decisions issued in FY 80. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 6,578 while an additional 1,176 cases were heard and disposed of at the Commission's higher authority appeals level.

The Benefit Payment Control program increased in both workload and in effectiveness. Field investigators from the Fraud Section, utilizing the automated cross-match system of wage record and benefit payment files, audited 253,092 weeks claimed during FY 81. Fraud investigators and local office claims deputies issued 986 determinations relative to fraud and misrepresentation. With assistance from the Department's Legal Division and the Criminal Division of the Office of the Attorney General, 31 cases were presented for prosecution which resulted in convictions.

By the end of FY 1981, the number of active employer accounts were 28,582 and payroll data submitted by these employers generated a total of 1,954,308 wage items processed by the Wage Record Unit. Field and central office activities produced 6,698 employer status determinations of which 2,466 involved newly liable employer accounts. A total of 1,221 field audits were conducted resulting in a net receipt of $337,964 in under-reported contributions. Net contributions received in FY 1981 totaled $61,933,368 and the Fund balance was $23,756,664 as of April 30, 1981.

Eligibility Review Program: During the third year of operation, the Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 1981 43,773 ERP interviews were conducted.

During FY 1981 a Cost Model Management System study of the Unemployment Compensation Tax Unit was conducted to more accurately define staffing requirements and budgetary factors in terms of the current operating procedures. A Workload Validation Study was also completed in FY 1981. The study will enable program quality to be accurately assessed and maintained. Accurate workload projections combined with factors developed in the Cost Model Management Study will provide a specific base for fiscal and staff management planning, development and control.

During FY 1981 an Employment Security Automated Program (ESAP) system was in the process of being implemented. Video terminals have been installed in each local office and the administrative office. The terminals are used to input and retrieve selected data related to unemployment insurance claims. The system is designed to permit an immediate processing of unemployment insurance claims, a more efficient benefit payments system, an improved data storage and retrieval system, and a more efficient utilization of agency staff.

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through the imposition of a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1980: The Unemployment Compensation Fund balance was $33,887,273.92 as of December 31, 1980. This balance includes outstanding federal loans of $36,400,000 which were advanced to the State during the recession of the mid-1970's to meet the benefit payment needs of Maine's unemployed workers. These loans are now being repaid through automatic increases in federal employer taxes as mandated under the Federal Unemployment Tax Act. It is anticipated that approximately $5,700,000 of the total loans will be repaid during 1981, with the balance to be repaid gradually in subsequent years.

Maine Department of Manpower Affairs
BUREAU OF EMPLOYMENT SECURITY
Trial Balance as of December 31, 1980

Cash Accounts		
Benefit Account		$ 1,356,520.59
Clearing Account	$ 13,208.35	
UC. Trust Fund	34,937,637.17	
Special Administrative Expense Account	102,288.91	
Accounts Receivable		
Direct Reimbursement Receivable	279,925.32	
Employer Accounts Receivable	2,869,431.05	
Benefit Overpayment Receivable	1,068,897.48	
Interstate Accounts Receivable	128,189.49	
Office Building Addition Account	151,422.24	
Federal Share of Extended Benefits Receivable	13,700.76	
Federal Share of FSBP Benefits Receivable Before 4/1/77		
Federal Advance UCFE-UCX-UCXP-SUAP Receivable		
Court Fines Receivable	3,365.00	
Liabilities		
Federal Share of UCFE-UCX-UCXP-SUAP Advanced		124.95
Federal Share of FSBP Advanced, After 3/31/77		497.14
Federal Share of Extended Benefits Advanced		
Title IX Distribution Fund Withdrawn		151,422.24
Federal Advance UI Trust Fund		36,400,000.00
Emergency Compensation Advanced		55.00
Revenue Accounts		
Title IX Distribution Funds		490,627.03
Interest Earned on U.C. Trust Funds		34,917,339.22
Federal Share of Extended Benefits Earned		29,986,351.94
Direct Reimbursement Received		10,421,887.14
Payroll Penalties Received		484,225.21
Contribution Penalties Received		734,523.78
Interest Penalties Received		661,247.96
Court Fines Received		20,604.56
Anonymous Refunds		1,042.00
Contributions Received Prior to 1969		242,779,868.64
Contributions Received — 1969		9,848,580.91
— 1970		10,039,667.68
— 1971		10,144,604.54
— 1972		26,638,960.73
— 1973		28,390,670.28
— 1974		29,238,438.54
— 1975		30,756,201.13
— 1976		39,177,905.77
— 1977		44,770,490.36
— 1978		54,704,407.90
— 1979		56,274,490.73
— 1980		51,002,903.02
Disbursements		
Benefits Paid—All Prior Years	586,463,287.53	
Benefits Paid Current Year	56,773,949.90	
Extended Benefits Paid—All Prior Years	50,724,241.65	
Extended Benefits Paid—Current Year	8,664,622.31	
Direct Reimbursement Paid Prior Year	7,440,911.01	
Direct Reimbursement Paid Current Year	3,280,345.61	
Other Disbursements	169,232.55	
Extended Benefits Paid Direct Reimbursement		
Extended Benefits Paid Direct Reimbursement Prior Year	583,811.00	
Maine Wage Assurance Fund	75,000.00	
Unrealized Accounts Receivable		
Dishonored Checks		33,131.93
Delinquent Contributions Receivable		1,933,047.27
Interest Penalties Receivable		50,030.94
Payroll Penalties Receivable		36,641.60
Contribution & Direct Reimb. Penalties Rec.		86,581.38
Doubtful Accounts Receivable		435.77
Direct Reimbursement Receivable		279,925.32
Bankruptcies—Receivership		729,562.16
Benefit Overpayments Unrealized		1,068,897.48
Interstate Payments Unrealized		128,189.49
Court Fines Unrealized		3,365.00
	$753,743,467.33	$753,743,467.33
Balance of Unemployment Compensation Fund as of December 31, 1980	$ 33,887,273.92	

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $5,473,015 in FY 81 and are, by administrative decision, included with those of Department of Manpower Affairs, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1981.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

MARVIN W. EWING, CHAIRMAN
WILLIAM A. PEABODY, Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Bureau of Labor was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: The statistics for FY 81 are as follows:

Wage Determinations	174
Appeals Heard	1
Wage Investigations	1
Dollar Value Recovered	$832.05

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $20,315 in FY 81 and are, by administrative decision, included with those of Bureau of Labor.

WOMEN'S EMPLOYMENT AND TRAINING OFFICE

S. DIANE PAIGE, EXECUTIVE DIRECTOR

Central Office: 122 State Street, Augusta *Telephone:* 289-3032
Mail Address: Statehouse Sta. #103, Augusta, Maine 04333

Established: September, 1979

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168W; *Citation:* 26 M.R.S.A., Sect. 1602

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: By administrative direction, WTEP implemented the results of its research and community development efforts in June of 1980. Six "Prevocational Services" programs of eight weeks duration were implemented during FY 81 in Belfast, Machias, Rockland, Rumford and So. Paris that encompassed major WTEP goal efforts. WTEP's goals are: to define the issues which impact women's equitable participation in the labor market, to research and develop possible solutions, to develop resources and demonstrate viable solutions, to coordinate and disseminate information and program efforts with the public and private sectors, and to monitor programs established to ensure fair treatment for women in the labor market and in education.

ORGANIZATION: Organizationally, WTEP's predominant organizational changes have been in staffing levels due to funding arrangements.

PROGRAM: The activities, accomplishments and programs which WTEP has initiated since September, 1979 include the following.

After extensive preparatory research in eight communities, five—Belfast, Machias, Rockland, Rumford and South Paris—were selected as demonstration project sites for an eight-week prevocational training course for low-income female heads of households, single mothers and public assistance recipients. In addition to delivering the training program, WTEP staff worked with community members and agencies so that the prevocational training and job or vocational training placement for women was coordinated with other employment and training services.

Ninety (90) women were enrolled in this course and approximately 75 to 80 percent are now in jobs, vocational education or training which is the first step towards reaching their career goals. Eighteen to twenty (18-20) percent either relocated outside of Maine, did not complete the course or, due to family/health care problems were not able to seek employment or further vocational training. Additionally 200 women received assistance through telephone, walk-in and letter self-referral. A telephone "counseling" session was initiated followed by correspondence and self-help job seeking materials. A referral to the closest employment and training agencies was also included. The State Employment and Training Council (SETC) funded this project. In conjunction with the training programs an "Introduction to the Trades" program was implemented in cooperation with Washington County Vocational Technical Institute (WCVTI) in the summer of 1980. This was a one-week residential session with participants, WTEP staff, and vocational instructors; funded by SETC. As a result, twelve (12) women are attending WCVTI in their Marine Finishing and Industrial Painting, Auto Mechanics, Electronic Communications and Retail Management Programs. WTEP also operated a Class II truck driving course for four (4) women in cooperation with the Department of Transportation, the Northern Oxford Vocational Area (NOVA), and the Office of Maine CETA who funded this project.

The Bureau of Vocational Education and the Women's Training and Employment Program (WTEP) offered special vocational exploration programs for Maine women in the summer of 1981. At three of Maine's six Vocational Technical Institutes, groups of 18 women were selected to begin trades exploration and trades entry process. Vocational Technical Institute faculty and staff with the assistance from WTEP coordinators provided an opportunity to explore five different trade and technical fields. Other portions of the course included personal decision making and career planning.

In a research capacity WTEP undertook, through a grant from the Division of Manpower Research, a survey of displaced homemakers in Maine. The study, which was published in mid

1981, describes the socioeconomic characteristics of this "statistically invisible" population and identifies their special needs.

Ongoing functions of WTEP include community education and advocacy for policy changes relating to women and work. Identification of needs through services, research and collaboration with other organizations occurs on a continuous basis.

Other WTEP accomplishments include: an update of the "Handbook For And About Women and Work In Maine"—which is now available; the establishment and maintenance of a library on women's issues, particularly women and work. The library may be used by any interested individual or agency; and responses to requests for assistance and information from women and agencies on an ongoing basis.

PUBLICATIONS: WTEP has published the following:

"A Handbook For And About Working Women In Maine" *Free*—available and will be sent upon request.

"Displaced Homemakers: An Historical Perspective in the State of Maine", November, 1979. Available on location.

"Profiles of Eight Maine Communities", printed separately and as one volume, June, 1980. Available on location.

"Preface" to the "Profiles", printed separately, June, 1980. Available on location.

"Prevocational Course for Women", a Leader's Guide and a Participant's Workbook, February, 1981. Available on location.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $225,000 in FY 81 and are, by administrative decision, included with those of the Office of Maine CETA.

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 3451

Average Count—All Positions: 170 *Legislative Count:* 170

Organizational Units:
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

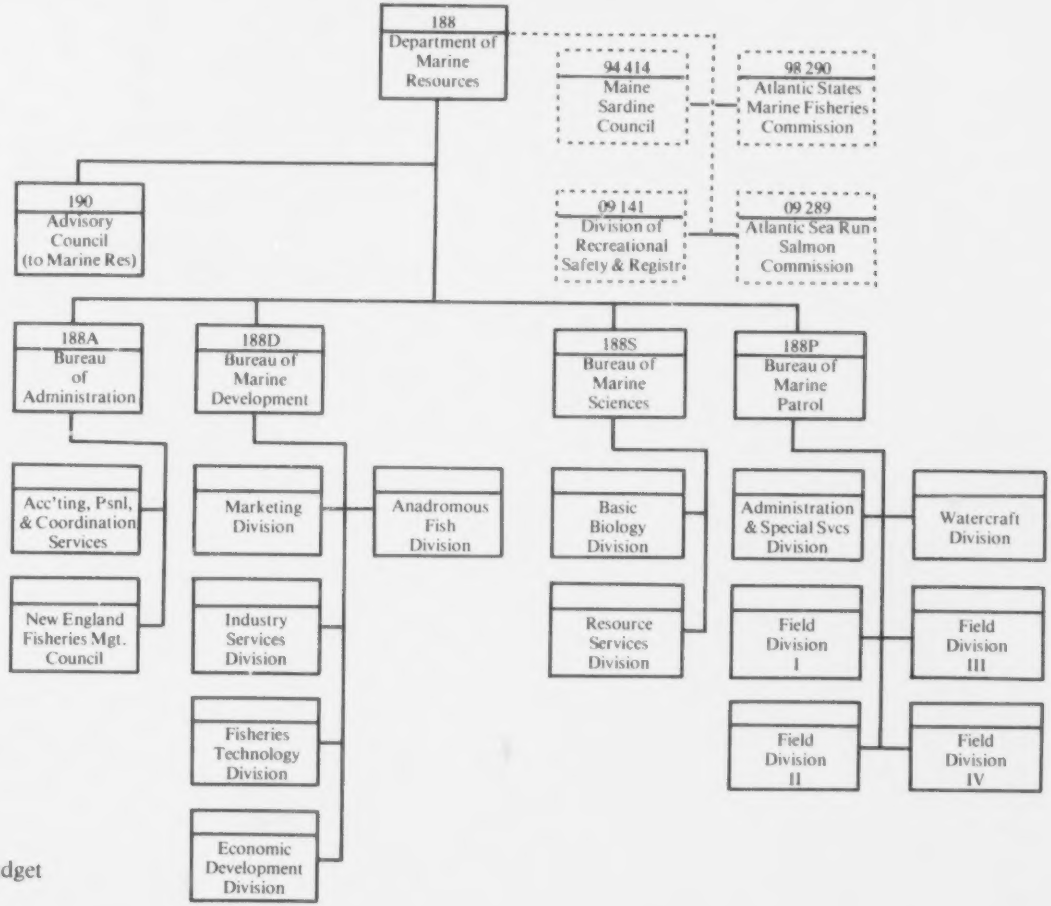
Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by Legislature to assist the Commission on matters related to the industry.

PROGRAM: The continuing impact of one of the most significant and far-reaching developments in the long history of Maine's marine fisheries—the extended United States fisheries jurisdiction, which was created by Congress and implemented in 1977—was apparent during the period covered by this report.

For the Department of Marine Resources, extended fisheries jurisdiction has meant broader responsibilities and steadily increasing environmental, resource, and industry problems. Interstate and state-federal relationships have become more complex as different interests compete for the control of management of the offshore fisheries. It continues to be clear that serious differences of opinion exist not only between domestic and foreign fishing in-

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13


188
Department of Marine Resources
94 414
Maine Sardine Council
98 290
Atlantic States Marine Fisheries Commission
09 141
Division of Recreational Safety & Registr
09 289
Atlantic Sea Run Salmon Commission
190
Advisory Council (to Marine Res)
188A
Bureau of Administration
188D
Bureau of Marine Development
188S
Bureau of Marine Sciences
188P
Bureau of Marine Patrol
Acc'ting, Psnl, & Coordination Services
New England Fisheries Mgt. Council
Marketing Division
Industry Services Division
Fisheries Technology Division
Economic Development Division
Anadromous Fish Division
Basic Biology Division
Resource Services Division
Administration & Special Svcs Division
Watercraft Division
Field Division I
Field Division III
Field Division II
Field Division IV

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,240,116	1,641,769	198,752		399,595	
Retirement	519,795	412,876	37,401		69,518	
Rents	20,250	14,336	3,419		2,495	
Commodities	255,984	114,170	117,114		24,700	
Grants—Subsidies—Pensions	5,348	5,348				
Equipment	138,263	90,859	23,797		23,607	
Transfers to Other Funds	44,711		15,274		29,437	
Other Contractual Service	885,110	441,762	54,629		388,719	
TOTAL EXPENDITURES	4,109,577	2,721,120	450,386		938,071	

terests, but also between the states and federal officials—and even between some individual states. One of the primary responsibilities of the Department, therefore, is to make certain that Maine's best interests are vigorously supported in forthcoming negotiations and management decision-making. It is already clear that the new responsibilities created by extended fisheries jurisdiction have created a greater work load on the Commissioner and his staff, especially in view of the fact the Commissioner, ex officio, is one of Maine's members on the New England Regional Council. As a result, certain organizational changes within the Department have been necessary.

Other developments affecting the programs of the Department of Marine Resources include: the adoption by Congress of the Eastland Resolution, establishing a National Fisheries Policy; proposed new shellfish sanitation regulations by the United States Food and Drug Administration; renewal of a property use agreement with the Bigelow Laboratory for Ocean Sciences which shares the Department's facilities at McKown Point, Boothbay Harbor; and growing interest in the development of petroleum resources on the outer continental shelf.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:
- Wholesale Seafood
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Moss (Resident & Non-Resident)
- Scallop Fishing
- Commercial Shellfish
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Supplemental Lobster Transportation

Special License for:
- Aquaculture
- Research
- Lobster Meat
- Importing Marine Species
- Shellfish Sanitation Certificates

Leases for:
- Aquaculture
- Research

PUBLICATIONS:

HOW TO EAT MAINE LOBSTER—two page leaflet—single copy free—commercial establishments $3.60 per hundred

HOW TO PREPARE MAINE LOBSTER—two-page recipe leaflet—single copy free—commercial establishment $3.60 per hundred

SEAFOOD DISHES FROM MAINE—two-page recipe leaflet—single copy free—commercial establishments $3.60 per hundred

THE MAINE DISH IS MUSSELS—eight-page recipe leaflet (free)

HARVESTERS OF THE SEA—The Story of Maine's Commercial Fisheries (free)

FABULOUS FEASTS WITH MAINE SEAFOODS—Free (supply limited)

BUYERS GUIDE FOR MAINE SEAFOOD—Free (supply limited)

INDEX OF PUBLICATIONS (1946-July 1979) (free)

FINANCES, FISCAL YEAR 1981: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Commodities	70	70				
Equipment	643	643				
Other Contractual Service	8,510	8,510				
TOTAL EXPENDITURES	9,223	9,223				

BUREAU OF ADMINISTRATION

ANNA M. STANLY, DIRECTOR

Central Location: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumberances, special information and federal-state programs.

Duties also include coordination of federal-state programs, review of Maine State Clearinghouse documents, and Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services and statistical activities; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel, equipment and processing of license applications and revenues; the Coordination Staff oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION MARINE RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	184,732	77,562	43,684		63,486	
Retirement	31,732	13,589	7,611		10,532	
Rents	1,617	1,604			13	
Commodities	8,574	7,754	681		139	
Grants—Subsidies—Pensions	128	128				
Equipment	195	195				
Transfers to Other Funds	4,607		1,942		2,665	
Other Contractual Service	77,636	70,243	5,421		1,972	
TOTAL EXPENDITURES	309,221	171,075	59,339		78,807	

ADVISORY COUNCIL (TO MARINE RESOURCES)

JAMES WARREN, CHAIRMAN
E. MAYNARD GRAFFAM, JR., Vice Chairman

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 3551

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met six times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including the approval of aquaculture lease and special research permits, changes in fishing regulations, and related matters and special research.

Highlights of issues discussed, decisions reached and action taken by the Council this year included: Discussions of the Department of Marine Resources' role in assisting Maine's commercial fishing industry to take advantage of Extended Fisheries Jurisdiction; the priority needs of the industry; state and federal fisheries legislation; Canadian competition and boundary disputes; Department of Marine Resources' programs and plans; the work of the New England Regional Fisheries Management Council; seafood marketing problems; jurisdictional questions involving various fisheries; State management plans for herring and groundfish; and the actions of a Lobster Advisory Council and a Marine Worm Committee.

LICENSES, PERMITS, ETC.:

10 Special Licenses were issued. These are for research or aquaculture and exempt the holder from one or more Marine Resources laws as to the time, place, length, condition, amount or manner of taking or possessing any marine organism. Four aquaculture permits were approved.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $3,335.36 in FY 81 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

E. PENN ESTABROOK, DIRECTOR

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1957 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6051

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing and Promotion. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division.

Anadromous Fish Management and Enhancement: Anadromous fish programs under the Bureau of Marine Development are directed toward habitat protection, resource surveys and investigations, management of town alewife fisheries, and restoration and enhancement of anadromous fish runs. Current programs are designed to increase the availability of anadromous fish spawning habitat, maintain existing runs at optimal levels, establish new runs through stocking of adult spawners, and increase knowledge of life history, habitat requirements, recruitment and exploitation to improve fishery management capabilities. Because of the diversity of activities carried out by the anadromous fish staff and the increasing importance of river fisheries to the commercial fishing industry, a new Division of Anadromous Fish was created and separated from the Division of Industry Services.

During 1980, several significant events occurred which had far reaching implications for the future of the river fisheries of Maine.

St. Croix River: A significant forward step for enhancement of anadromous fish runs occurred with the completion of a new fishway at the Milltown dam on the St. Croix River. This head tide dam owned by the New Brunswick Electric Power Commission was the last major obstacle to upstream migrating shad, alewives, and Atlantic salmon. Fishways had been installed in upriver dams on the St. Croix in the late 1960's. The new pool and weir fishway at Milltown now assures access of anadromous fish to the entire 1500 square mile watershed above tidewater.

Kennebec River: A conceptual fishway plan and preliminary cost estimate was developed for the Augusta dam on the Kennebec River. This work was carried out by fishway engineers of the U.S. Fish and Wildlife Service in cooperation with biological staff of the Atlantic Sea Run Salmon Commission, Marine Resources, and Inland Fisheries and Wildlife. The plan is the first phase in the development of fish passage facilities on the Kennebec River, pursuant to a Maine Legislative resolve. The development of this fishway and subsequent fish passage could allow access of anadromous fish to several thousand square miles of spawning and nursery habitat in the Kennebec River basin.

Androscoggin River: Work has continued on construction of a new hydropower dam and fishway at Brunswick. This fishway is scheduled for operation by the spring of 1982 and will allow access of anadromous fish above Brunswick for the first time in over 170 years. Agency staff continue to work closely with Central Maine Power Company representatives in the daily construction activities associated with this fishway project. Immediate program benefits will allow utilization of over 600 square miles of new waters for anadromous fish spawning and nursery habitat.

Hydropower Development: The renewed interest in hydropower development has given rise to increased concern about impacts on anadromous fish resources and associated river fisheries. Increased costs of imported oil and financial incentives for hydropower development have generated a great deal of interest in redevelopment of old mill dams which had been targeted for removal or fishway construction under DMR's anadromous fish enhancement program. Conflicts with hydropower developers and fishery interests have emerged as major issues which will likely increase as interest groups compete for limited water resources for recreation, energy, and fish production. The department has developed a policy statement that reflects a need to protect anadromous fish resources by requiring developers to provide up and downstream fish passage facilities and minimum flows at hydropower developments.

Rainbow Smelt Investigations: A creel survey of the winter smelt fishery continued on the Kennebec River estuary. The number of smelt camps increased from 651 in 1980, to a record high of 838 in 1981. The total 1981 catch (25,769 pounds) increased by about 6,000 pounds over the 1980 catch of 19,981 pounds but was still far below the record 1977 catch of 96,325 pounds.

A total of 914 anadromous rainbow smelt were tagged and released at selected sites on the Kennebec River estuary during the winter of 1980-81. The total of 36 recaptures represented a return rate of 3.94% which is the highest recapture rate recorded since tagging began in 1974. Recaptures also occurred in the adjacent Sheepscot River system which is the first time fish tagged in the Kennebec estuary have been recovered outside the Kennebec system.

Shad and Alewife Management: The shad management program is directed toward reestablishing shad in those areas which historically supported shad. For the fourth successive year, 36 adult shad were transplanted from the Narraguagus River in Cherryfield to the Royal River in Yarmouth during the Spring of 1981. Fall trapping of the Royal River in 1980 yielded juvenile American shad which demonstrated the viability of this stocking program during 1980. Over 7,000 adult alewives were stocked during 1981 in various watersheds in order to reestablish or enhance runs of alewives which are in great demand for lobster bait. Experimental drift netting for American shad in the lower Androscoggin River during the Spring of 1981 indicated a fairly sizable remnant stock to be present below the Brunswick-Topsham dam.

Sturgeon Investigations: A total of 296 shortnose sturgeon were tagged during 1980. In addition seven shortnose sturgeon tagged in previous years were recaptured. Two large concentrations of shortnose sturgeon in spawning condition were located in the Kennebec and Androscoggin Rivers. DMR personnel also monitored a small commercial fishery for Atlantic sturgeon which occurred in the Kennebec River during 1980.

Anadromous fish staff continued to evaluate water resource development projects, wetlands alterations, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, personnel operated and maintained ten fishways during the fish migration period and provided technical assistance to 30 coastal towns which control commercial alewife harvesting.

Division of Marketing and Promotion. The primary purpose of the Division of Marketing and Promotion is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumer interest in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing and Promotion has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for both traditional and underutilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing and Promotion was established administratively in 1957 through the authority vested in what was then the Department of Sea and Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

In order to provide maximum assistance to Maine's commercial fisheries in the field of product development and marketing, the Division of Marketing and Promotion depends on a variety of funding sources for its activities. A number of basic services are funded by the State. In addition, a motion picture film program, a marketing leads service, product demonstrations, and participation in trade shows are funded by federal matching monies.

Audio-Visual Program: Distribution throughout the country of three films, TWO FACES OF THE SEA, MAINE'S HARVESTERS OF THE SEA, and FRESH IS BEST was carried out under contract. The first two films have won a total of seventeen awards for excellence.

The Division's files of black-and-white photographs and color slides is in constant demand for distribution to the media, for use for illustrative purposes at informational presentations, and for reproductions in reports and brochures.

Marketing Data and Product Development: A monthly marketing leads and general information service memorandum to the Maine commercial fishing industry was continued as it provides potential sales opportunities worth millions of dollars. Besides domestic sales leads, the Division provides foreign leads obtained from the U.S. Department of Agriculture. This has substantially increased the number of possible foreign contacts for Maine industry. The benefits of this is two-fold since foreign markets offer greater demand for underutilized species in the U.S. and, in addition, offers the Maine seafood industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit. The Division in cooperation with the Maine Development Foundation, the Groundfish Industry Development Team, the New England Fisheries Steering Committee and the National Marine Fisheries Service continued on the project, "Enhancing the Maine Groundfish Industry Through Inland Marketing." Development of a Quality Control Program supported by a Maine logo promotional program is being finalized for a market demonstration. Our objective is to increase fresh fish processing within the state by increasing product demand through a Maine logo promotion for fresh quality Maine groundfish.

Marketing and product development was continued on a variety of marine species. Division participation in the New England Hotel-Motel and Restaurant Show in Boston and the Maine Food Service and Lodging Show in Portland. Under contract with the Maine Fisherman's Cooperative Association, product demonstrations were conducted at the New England Hotel-Motel and Restaurant Show and at several supermarkets promoting sales of underutilized species. Additional species which have been worked on are: mussels, dogfish, adult eels, squid, crabs, quahogs, and whiting.

Informational and Educational: Informational and educational materials designed to increase the sales of Maine seafood products were prepared and distributed, including brochures, recipe leaflets, news releases, feature stories, and photographic materials.

The Division participated in the Eastern States Exposition, West Springfield, Massachusetts, promoting Maine seafood products. Approximately one million people attended the Exposition during September of 1980. A total of 166,929 seafood recipe leaflets, booklets, and posters were distributed during the fiscal year.

Special Events: The Division aided, cooperated with, and participated in a number of seafood-oriented events. These included the Yarmouth Clam Festival; Windjammer Days, Boothbay Harbor; and Maine Seafood Festival, Rockland.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry and state and federal officials; preparation of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the 200-mile Extended

Jurisdiction legislation, sea boundary disputes and discussions, wetlands and rivers and harbors dredging proposals, offshore oil drilling and the paralytic shellfish poisoning problem.

Division of Industry Services. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management and development, and educational activities.

Division personnel provide staff assistance to the Commissioner in gathering of technical information essential to the development of Department positions on issues critical to marine resources and the fishing industry. Division personnel serve as Department representatives on state boards and commissions such as the Soil and Water Conservation Commission, Land and Water Resources Council, Atlantic Salmon Research Committee, and the Cobscook Bay Tidal Power Committee; on Regional Committees such as the New England Steering Committee and the Atlantic States Marine Fisheries Commission; and on Federal Advisory Committees such as the Bureau of Land Management's Biological Task Force.

Environmental impacts are reviewed and processed for the following: Wetlands and Stream alterations, great ponds, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects, and petroleum development in both the offshore and coastal areas.

Programs within the Division currently include the following:

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities. Forty-one towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the time, areas, and the amount of clams harvested. Programs and ordinances for the towns to manage their shellfish resources are developed by shellfish committees, town officials, diggers, dealers and other concerned residents in cooperation with DMR's four resource scientists functioning as area biologists along the entire coast.

Area biologists work with the towns in conducting clam population surveys, training personnel, and evaluating data gathered by town employees or CETA crews aiding the towns. Federal Coastal Zone Management funds administered by the State Planning Office have been available to towns with shellfish conservation programs. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the digging pressure, and the destruction of small clams by selectively controlling the number of diggers.

Limited transplanting programs have been carried on in several towns using small hand-operated jet-type hydraulic dredges to collect small clams from heavily populated flats for relaying to depleted intertidal areas where growth and survival have been good. Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Maine Clam Conference: A two-day clam conference was hosted by DMR in Southport in cooperation with the Darling Center, University of Maine Oceanographic Department to discuss biological, ecological and management aspects of the soft shell clam. Researchers representing government agencies, colleges and Universities, and private consulting agencies came from as far away as Maryland to attend.

Area Biologists: Area biologists review each application for construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau considers the effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have for shellfish populations and anadromous fish runs. The Water Bureau is cooperating with DMR in halting unnecessary waste discharge proliferation and advancing pollution abatement to preserve and recover for general utilization those portions of the marine resources subject to the deleterious effects of water contamination.

The collection of shellfish and water samples are made for the analysis of bacteriological quality as a part of the Shellfish Sanitation Program. During the warmer periods of the year major assistance is given to the department's monitoring program to determine if clams, mussels, oysters, quahogs, and carnivorous whelks are being contaminated by poisonous marine plants, and if areas should be closed to harvesting. Lobsters, crabs, scallops and finfish are never included in such closures.

Consultation-type services are supplied to contractors and engineers planning projects in the marine area.

Aquaculture Leasing: To the 160 acres of coastal waters under aquaculture lease (125 in Lincoln County) at the beginning of the year, five additional tracts have been leased. A one-acre tract was granted in Cumberland County as part of a Pacific salmon ocean ranching operation. Four tracts, each primarily for mussel culture, were leased, one for 60 acres in Waldo County; one for 60 acres in Hancock, and one ten and one five-acre tract were leased in Cobscook Bay, Washington County.

Seafood Quality and Management Services (Fishery Inspection). Seafood Quality and Management Services is a continuing activity that provides technical assistance as well as quality and inspection services to the seafood industry. Two distinct programs were in force during 1980, i.e.: Shellfish Sanitation under the tripartate, cooperative National Shellfish Sanitation Program; and the Fish and Fishery Product Inspection and Quality Control under an agreement with the Seafood Quality and Inspection Division, National Marine Fisheries, U.S. Dept. of Commerce (USDC).

The Shellfish Sanitation Program was staffed by two full-time field employees (Seafood Quality Managers) and a Supervisor, Quality Control Manager. Their major responsibilities were evaluation and certification of shellfish shucking, shellstock shipping, and reshipping facilities and operations. All vehicles used for transporting shellfish plus three Controlled Depuration Plants were under evaluation and certification.

Samples of shellfish, both shucked and in the shell, were collected routinely from 175 certified dealers, who, with 197 vehicles were under continuous evaluation. Cooperation with other departmental, state and federal employees/agencies along with investigations, management informational services, and incidental program-related activity rounded out their duties.

The Fish and Fishery Product Inspection and Quality Control program, in cooperation with the National Marine Fisheries, had one state employee assigned full time to perform inspection and quality control work under the federal program. The supervisor of the shellfish program served as relief for both the state employee above and for the resident USDC inspector. Both state people were trained and cross licensed by the federal government to carry out the requirements of this activity.

The full-time employee and supervisor performed a series of related functions for both the USDC and Department of Marine Resources, such as: federal lot inspection of seed oysters; technical assistance to potential processors; work with individuals in proposed state operated quality program; advisor to the department's in developing a proposed state quality control program to be considered for implementation with a market development program for groundfish.

Management consulting service was provided throughout 1980 to several seafood firms engaged in major building programs, and to another owner/operator team seeking informational assistance.

The Department licenses and monitors two shellfish depuration plants in Scarboro and one in Searsport. In these plants, clams harvested from moderately polluted areas are cleansed for 48 hours in water purified by ultraviolet light. During 1980, there were 16,008 bushels of clams harvested and depurated from 28 moderately polluted areas in all coastal counties. This added production would not have been available without development of depuration capability.

Fisheries Statistics:

Fishery Statistical Information: The staff provided fishery information including catch, value, vessel, and number of license holders to a variety of users. These included federal, state, regional, and local planning and coordinating agencies engaged in planning and development of fish piers, processing facilities, breakwater, and harbor and channel dredging projects. Statistical information was also provided to other DMR staff members and members of the New England Regional Fisheries Management Council for use in the development of fishery management plans.

Fishery Data Base: Until recently most of the data compiled for the users of statistical information was extracted manually. However, this last year the Department in cooperation with the University of Maine continued the development of a computerized information system, which will not only provide the above statistical information in a more timely and accurate manner, but will also provide the same information for other states, regions, or the United States.

Red Tide Closure: Between September 1 and September 30, 1980, the entire coast of Maine was closed to the harvest of clams and mussels as a result of their feeding on poisonous marine plants (red tide). Using the fisheries data base the staff prepared estimates of loss to the state's economy, which were used in the Governor's request for federal disaster assistance. Questions and requests from the affected industry, the news media, and the general public were handled by the Fishery Statistical Staff.

License Application Questionnaire: A new form was developed and new handling procedures devised for the processing of license applications. The information provided by this system will provide more complete information for the data base.

Offshore Oil Development: Development plans for drilling on Georges Bank were reviewed and statistical data provided which shows the percentage of Maine catch that was taken from Georges Bank in 1977.

Marine Education: The marine education unit was established to help students, teachers and the general public gain a better understanding of our marine resources.

Curriculum enrichment programs, teacher workshops, field trip and in-classroom demonstrations were used to increase marine education activities in schools, K-adult. Supplemental curriculum materials and slide shows were also made available for teacher/student use.

Teacher workshops were presented in conjunction with the University of Maine and The Gulf of Maine Marine Education Association. Each workshop was designed to help teachers develop skills in a variety of marine topics and to help them introduce marine topics into their classrooms. Inter-departmental cooperation with the Department of Educational and Cultural Services has expanded Department contacts with teachers, principals, and superintendents.

Efforts to encourage, develop and coordinate activities in marine education are well underway. Schools are increasing their marine activities and the demand for our materials and services are increasing daily. During the last school year 9,606 students, 281 teachers and 1,725 adults were involved in hands-on, small group programs and activities. Requests for additional classroom materials and activities were mailed to hundreds of persons.

Coastal Zone Management Program. The Department of Marine Resources' component of Maine's Coastal Program, administered by the State Planning Office and funded by the Office of Coastal Zone Management, Department of Commerce, involved two major project areas: development of a computerized biologic and economic data base for the storage and retrieval of summarized data on Maine's commercial and recreational fish and shellfish resources; and the beginning of preparation of an "overview" of biologic, economic, management and policy issues related to Maine's fisheries.

The former project, building on the previous year's efforts, has resulted in giving the department the capacity to manage the variety of data it has access to in a manner heretofore impossible. The department, for instance, was able to provide well-based assessments of potential impacts from offshore oil drilling using recognized evaluation techniques and series data which could only be utilized with computer capability. Emphasis now is on putting data into the information system and refining our capacity to use it. The "overview" is an expansion on previous fisheries characterization work with an emphasis on species not previously addressed and on management and development issues not previously identified.

The coastal zone program has provided resources for the preliminary development of a program for economic data collection and analysis. These data will be used for assessing the economic implications of major management decisions, coastal development and habitat alterations. These data are also vital for the development and implementation of species management plans. All of these planning projects have been undertaken to enhance DMR's ability to properly manage the living marine resources of the territorial waters of Maine. Modern fisheries management is in essence bioeconomic assessment of the fisheries and the selection of appropriate management strategies and the Coastal Zone Program has provided the means for this synthesis.

Fisheries Technology Service. The Department of Marine Resources Fisheries Technology Division, formerly the Maine Extension Service, was established through the authority vested in the Commissioner of Marine Resources in January 1966 as a joint project with the U.S. Bureau of Commercial Fisheries, under the Research and Development Act, Public Law

88-309. In March 1970, a National Oceanic and Atmospheric Administration (NOAA) Sea Grant support proposal was approved and funded, enabling FTS to hire additional field agents to supplement the position funded under PL 88-309.

During 1980-81, FTS has been operating with a staff of seven. Two field agents are stationed in locations suitable to cover southern and eastern coastal Maine. Three agents are stationed at DMR Research Station in Boothbay Harbor to cover central Maine and to operate the FTS vessel *Explorer* and research vessel *Challenge*. In March 1981, the Director of FTS was temporarily located at the DMR Hallowell office. Throughout 1980-1981, the Fisheries Technology Division has acted in the capacity of a marine advisory service on a wide variety of marine related subjects, in addition to conducting several projects designed to develop an informational base needed to answer future requests for information and industry assistance.

Projects conducted by FTS personnel during the past year include:

Gear Demonstration: On-board demonstrations of Norwegian monofilament long line fishing techniques were conducted in cooperation with commercial fishing vessels; automatic jigging machine methods of fishing were test fished and demonstrated; two-vessel pair trawling for demersal species was successfully demonstrated on commercial vessels; and mahogany quahog harvesting dredges were demonstrated on commercial vessels.

Surveys: FTS personnel and commercial herring spotter pilots united efforts to record abundance and locations of brit herring. This very important project has provided DMR with information necessary in determining herring year classes. FTS in a continuing project conducted surveys in Penobscot Bay to determine commercial abundance of shrimp *Pandalus montagui*. Groundfish samples were taken to determine importance of Penobscot Bay as finfish nursery area.

Aquaculture: FTS field agents assisted Stonington area mussel harvesters by providing technical assistance in developing their project to raise mussels through the seed bottom planting culture method.

Research: FTS continued investigations to determine if substantial differences exist in quality of gillnet caught fish as opposed to fish taken by other methods.

Research Support: FTS provided vessel and crew personnel to support research in groundfish tagging, spring abundances of larval shrimp, paralytic shellfish poisoning, benthic studies of Casco Bay and diver support in tagging juvenile lobsters.

Herring: Intensive investigations regarding the loss of waste of herring through poor harvesting and processing practices were carried out. Several recommendations were made to reduce waste.

Utilization of Alewives: FTS agents coordinated the efforts of the towns of Northport and Lincolnville in establishing a commercial fishery on the Ducktrap River.

Educational: Organization of the Marine Fisheries Forum (in conjunction with the University of Maine); conducted a seminar on Norwegian fishing methods at Fish Expo 1980 in Boston and Marine Advisory Services technical workshop in Gloucester, MA; and prepared DMR Marine Advisory Newsletter for monthly publication in *Commericial Fisheries News*.

Administrative Assistance: FTS prepared news releases for the Governor of the State, drafted correspondence, coordinated and supervised public hearings, and served as liaison agents between administration, industry, research and the general public.

Other Activities: Tested several combinations of gillnet sizes through summer season to continue building informational base in regards to seasonal abundances of bait fish; fished several fish pots and fish traps in a continuing effort to introduce fuel efficient methods of passive fishing; and provided assistance in updating financial feasibility studies for fishery cooperatives.

Economic Development Division. Initially staffed in December 1979 this new Division has responsibility for the coordination, design, and implementation of the Groundfish Industry Development Program. Through the Development Program, the Department has become an agent of change vis-a-vis the private sector forces which collectively determine the management and operational effectiveness of the groundfish industry. The Department's concern is that Maine's economy and tax payers derive maximum advantage from a 1979 bond issue to finance public fish piers, the Governor's emphasis on natural resource development, and the earlier enactment of the 200 mile limit. The Development Program concentrates on the groundfishery because this segment of the fishing industry has the greatest potential for contributing increased growth to Maine's economy.

The industry growth strategy involves a broad and representative segment of public and private sector leaders working to provide industry with more direct and profitable access to new markets. Such a broad front of public-private effort is necessary. The growth strategy calls for collective industry action to gain access to high quality, high volume markets. This couples with industry participation in a State-sponsored quality control program. The Economic Development Division works closely with the Division of Marketing and Promotion. The Department also continues its relationship with the Maine Development Foundation which, as a State-chartered Development Corporation, provides valuable venture development and business planning assistance to the Development Program. Together the Department and the Foundation render staff assistance to the Groundfish Industry Development Team, a standing advisory group of industry leaders who guide the Development Program to assure its consistence with industry needs. This unique combination of public and private entities has resulted in substantial accomplishments during the period of this annual report. These are listed below:

The Groundfish Team: Creation of an experienced, cohesive, and representative industry body willing to advise on industry growth problems and strategies. There is great value in having a group of such diverse and prominent individuals join in a structured process to choose and refine a development strategy, and reconcile sometimes opposing economic interests. The fact that these individuals, who collectively influence so much of the industry's operation, have sustained such a consistently disciplined dialogue has in itself given the industry a degree of coherence it previously lacked.

At its January, 1981 meeting the Team ordained a committee structure to advance work in the principal areas of organization and legislation, quality control, and the market demonstrations. Each working committee is intended to involve a broader base of industry members in carrying out such work. This partition of the Team into working committees marks the transition of the Development Program from a feasibility-assessment stage to an implementation stage.

Market Development Strategy: Formulation of a comprehensive market development strategy consistent with the realities of the marketplace as well as the production and operating characteristics of Maine's groundfish industry. The strategy addresses two fundamental considerations: 1) the optimum market use for the Maine groundfish resource considering the particular capabilities of this industry, and 2) how the industry should organize itself to consolidate market control and compete effectively against large scale producers outside Maine. The strategy involves directing a major part of Maine's groundfish at fresh, domestic retail markets.

Quality Control: Development of a model quality control program designed to provide industry with strong, competitive market advantages. The program is voluntary and is intended to facilitate the entry of an industry made up of smaller firms, lacking a market identity, into high volume retail markets. It provides for an official State third party certification of quality for Maine processors whose fresh fish meet stated quality standards. The program stresses a market identification of the product with its Maine source.

Market Demonstrations: Design of a series of local and distant market demonstrations, beginning in Fall of 1981, to illustrate the benefits of collective industry initiatives toward high volume, premium quality markets. These demonstrations will be the first comprehensive and practical applications of all elements of the market development strategy worked out during the Industry Team assessment. The critical elements of the demonstrations are: 1) whether multiple Maine processors and harvesters can coordinate and sustain the delivery of a uniformly high quality product to a large, single marketplace; 2) if a premium quality product, backed by stated production and quality standards will facilitate market entry and expanded sales; 3) if the sales support and merchandizing material developed by DMR and its advertising consultant will actually stimulate sales.

Legislation: Introduction of legislation to form an industry-wide trade association thereby providing a necessary mechanism for industry to affect greater coordination of effort and to respond decisively to opportunities, and challenges, facing industry as a whole. This legislation, currently pending in the legislature, would create a Maine Groundfish Association (MGA). In its present form the legislation: 1) Creates an industry trade association. 2) Provides authority for the State to promulgate voluntary quality control standards, designed in concert with industry, in addition to promulgation of third party State inspection and certification rules, and 3) Enables the MGA to "undertake joint marketing operations" which are not further defined. The enabling legislation is intentionally permissive, giving MGA broad latitude and responsibility for defining its existence.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	316,307	227,758	25,556		62,993	
Retirement	54,932	39,688	4,435		10,809	
Rents	8,226	6,013	2,045		168	
Commodities	82,892	13,367	69,027		498	
Equipment	37,547	25,312	79		12,156	
Transfers to Other Funds	10,942		5,042		5,900	
Other Contractual Service	180,913	50,012	26,005		104,896	
TOTAL EXPENDITURES	691,759	362,150	132,189		197,420	

BUREAU OF MAR[illegible]E PATROL

ROGER L. ALLEN, CHIE[illegible]ARINE PATROL
ALPHEUS DORR, Captain

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Established: 1978 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025

PUPPOSE: The former Division of Enforcement, otherwise known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility in the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Division of Enforcement was established administratively through the authority vested in the Commissioner of Sea and Shore Fisheries. The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Division has been an integral segment of the Department throughout its existence.

Reorganization: In recent years it has become increasingly apparent that a restructuring of the Division of Enforcement, which comprised the Coastal Warden Service of the Department of Marine Resources, had become essential if the Division was to adequately meet the ever-increasing demands, new responsibilities and duties created by the changing needs of modern day society. Therefore, the Division of Enforcement's Coastal Warden Service is now the Bureau of Marine Patrol. As the Bureau of Marine Patrol, the Department of Marine Resources' enforcement capabilities will be brought into balance with other State, Federal and local enforcement agencies.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities has been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment. Drug surveillance and enforcement, 200-mile limit enforcement requirements, and foreign vessel activity are but a few of these new duties and responsibilities. It has also become imperative to align the Department's enforcement arm with other State and Federal agencies in order to keep pace with today's needs, and to afford more efficient and compatible jurisdiction for the increasing number of cooperative multijurisdictional enforcement assignments. New responsibilities in the area of environmental control and law and services to the industry and general public are other important reasons for the necessity of updating this Bureau's capabilities.

Some of the new areas of responsibility acquired by the Bureau in recent years in varying degrees of involvement include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, Search and Rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies and, having authority to enforce all State laws, have been called upon often to enforce the law on offshore islands and in other smaller municipalities along the coast of Maine that do not have the benefit of organized law enforcement capability.

In order to better and more efficiently perform its enforcement and protection duties, the new Bureau of Marine Patrol possesses the military rank which is a standardized part of other law enforcement agencies. This will provide for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a captain, who is field Commander and assistant to the Chief. The state is divided into four divisions with a lieutenant in charge of each division. In addition, there is a Division of Watercraft and Special Services with a lieutenant in charge. A Marine Patrol sergeant is assigned to each division and they assist the lieutenant and carry out special investigations and assignments. Also, he is first-line supervisor of Marine Patrol Officers in their assigned Division. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance, search and rescue missions; also a fleet of 20'-21' fast patrol boats strategically located along the coast of Maine. The 107th and 108th Legislatures increased the authorized strength to 44. One position was eliminated by the 109th Legislature, and one position was eliminated through target budgeting which makes a total complement of 42, as the Bureau enters into fiscal year 1982. One Marine Patrol officer is assigned to the offshore island patrol of Penobscot Bay, making his residence in Rockland, and a civilian boat captain operates the 44' patrol boat, "MAINE." Delivery of a new 44' patrol boat is scheduled for the summer of 1981. Finally, included in the reorganization of the Bureau is the Administration and Licensing Division which is headed by a supervisor/secretary, license clerk and an assistant.

Marine Patrol Officer Program. New Marine Patrol Officers are trained and oriented in a comprehensive program that consists of six weeks of Department of Marine Resources law and Department functions, boating safety law and boating techniques, National Marine Fisheries laws, and all other State and Federal laws and regulations relating to the coastal zone. This training is followed by a twelve week Basic Law Enforcement program at the Maine Criminal Justice Academy; three to four months of practical field training with an experienced officer and finally, three to four months of working alone but under the monitorship of supervisory personnel while learning to apply the knowledge gained under the training programs. Field training continues throughout the second year of employment and is followed by periodic in-service training courses throughout the career of each Marine Patrol Officer.

Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level; this activity increases and expands each year.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	885,933	824,140	55,047		6,746	
Retirement	285,434	270,909	12,940		1,585	
Rents	1,704	1,492			212	
Commodities	17,694	16,356	78		1,260	
Grants—Subsidies—Pensions	205	205				
Equipment	59,959	36,001	13,164		10,794	
Transfers to Other Funds	3,843		2,613		1,230	
Other Contractual Service	187,313	158,635	1,536		27,142	
TOTAL EXPENDITURES	1,442,085	1,307,738	85,378		48,969	

BUREAU OF MARINE SCIENCES

RICHARD W. LANGTON, DIRECTOR

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Established: 1946 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

PUPPOSE: The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into two divisions: Basic Biology and Resource Services.

PROGRAM:

Basic Biology Division. This division incorporates a variety of research programs which generally deal with individual species of animals, related species groups or environmental factors.

Lobster Assessment: During 1980 the survey crew sampled about 15½ tons of lobsters from the commercial landings along the coast of Maine. Among many other things, staff was able to determine: 1) the catch-per-unit-of-effort value of .19 (index of stock abundance) for 1980 is equal to that value in 1979, both of which are the highest since 1970; 2) the average price per pound paid to fishermen was $1.73 for 1980 compared to $1.84 in 1979; 3) approximately 22.5% of the traps used in the commercial fishery were wire, this is a 4.5% increase over 1979; 4) about 72% of the lobster fishermen reported that they fished less than 500 traps per boat, while the average number of traps per boat was 372 in 1980. In addition to the above reported 1980 information, we have estimated that lobster fishermen in Maine: (1) made 33.9 million traphauls to land 21.9 million pounds of lobsters; (2) made 172.2 thousand boat-trips; (3) expended 1.9 million man-hours of labor (actual time from leaving the dock to returning); (4) used 50.9 million pounds of bait; (5) bought 2.9 million gallons of fuel (44% of which was diesel).

Lobster Tagging: The Bureau has tagged a total of 2,016 sublegal-sized lobsters in the Sheepscot estuary. The recovered lobsters that molted into legal size have increased in length from 13.3 to 20.5% while sublegal lobsters that molted (but are still less than legal minimum size) increased in length from 5.7 to 25%. The latter percentage probably represents sublegal lobsters that molted more than once during a year. Future recoveries will allow the staff to clarify this point as it analyzes the data for molt increment and frequency by sizes of lobsters. The lobstermen setting gear in the study area have willingly cooperated in reporting tagged lobsters from their catches. Two of the lobstermen were awarded four traps apiece by a DMR drawing as a way of expressing appreciation for their interest and cooperation.

Other Lobster Activities: Other activities have included such things as: (1) lobster stock assessment work for the New England Fisheries Management Council; (2) attending meetings of the Lobster Advisory Council which advises the Commissioner on matters concerning the commercial lobster fishery in Maine; (3) attending and participating in public hearings on proposed lobster regulations; (4) discussing and distributing the results of our research with members of the lobster fishing industry, legislators, Canadian and U.S. scientists, students, teachers, interested public, radio-TV and newspaper reporters; (5) advising and assisting retailers on the operation of recirculating and filtering systems for holding live lobsters; (6) for the American Fisheries Society, Jay Krouse reviewed volume 2 of the "Biology and Management of Lobsters" by Cobb and Phillips.

Groundfish Assessment: Coastwide inshore bottom trawl surveys of Maine's groundfish resources were completed in the spring of 1979 and 1980 under Coastal Zone Management funding although a survey was not conducted during spring 1981, detailed computer analyses of the 1979 and 1980 survey data were begun in 1981. The analyses will provide information about age and growth, species interactions, and the distributions of prerecruit and recruited groundfish.

Groundfish Tagging: Tagging of groundfish, primarily large cod and flounder, continued during late spring and early summer of 1981 using the R/V *Explorer*. Tagging effort was concentrated in the Sheepscot Bay area. This program provides information on the growth and migrations of several groundfish species. A pilot study to determine the feasibility of tagging prerecruit groundfish was begun in the spring of 1981. If successful, this project could provide estimates of prerecruit abundance and mortality.

Herring Fishery Sampling: This project has been collecting samples from the Maine herring fishery since 1962. It is funded by a contract from the National Marine Fisheries Service and the primary tasks are to collect herring biological samples and tabulate catch statistics for the entire coast of Maine. The biological samples are collected at the processing plants and delivered to the herring aging project for analysis.

Herring Aging Project: The herring aging project, funded by a 100% reimbursable contract from the National Marine Fisheries Service, is responsible for processing and aging all commercial herring samples from Maine and Massachusetts. Data taken include lengths, weights, sex, stage of maturity (to determine spawning times), gonad weights and age composition. Samples are aged by means of otoliths permanently mounted in plastic blocks. Data sheets are coded and sent to the NMFS Woods Hole laboratory for keypunching. Xerox copies and computer tapes of all sample data are maintained at Boothbay Harbor. Biostat runs from these data are used to calculate catch against quota. This extensive commercial sampling program, when coupled with the Department's very thorough catch statistics program, yields a comprehensive overview of the Maine fishery and provides detailed information for management decisions.

The project leader has the responsibility of supplying the Commissioner with timely data for management decisions, assisting with the Maine Herring Management Plan and its public hearings, and serving on the New England Fishery Management Council's Herring Assessment Working Group. The data generated by this project form the basis for all biological management decisions and assessments on herring.

Herring Tagging Program: Two herring tagging programs are currently being conducted by the Basic Biology Division of DMR.

The purpose of the project funded by the Maine Sardine Council is to (1) continue studies of the seasonal migratory habits of inshore brit, juveniles, and adult herring tagged at randomly distributed locations along the Maine coast between Cape Elizabeth and Passamaquoddy Bay, (2) derive estimates of tagging mortality, tag loss on freshly tagged fish, and the percentage of tags observed and removed by packers during seeding experiments at processing facilities and (3) determine if it is possible to improve the rate of tag returns from any particular tagging through modification of the tagging technique.

The herring project above will be coordinated with the herring project financed by the New England Fishery Management Council. The purpose of the NEFMC program is to (1) determine the discreteness of spawning stocks of herring in the Gulf of Maine, their migration patterns, and their occurrence in various fisheries and (2) determine to which spawning stocks the inshore concentrations of juvenile herring recruit.

During the spring, summer, and fall, members of the DMR scientific staff tagged herring at commercial catch locations along the Maine coast.

Larval Herring Research: This project monitors the abundance of larval herring in the Sheepscot River estuary during the autumn and winter. It monitors the abundance of larval herring in coastal waters from off Machias Bay to Cape Porpoise during the spring as well as the inshore waters of Frenchman Bay, Boothbay and Casco Bay. Collections from these activities are used to evaluate the year class strength of larvae hatched each year in regard to their expected contribution to the sardine fishery of Maine as 2 year olds. For example, the forecast for recruitment of the 1978 year class to the fishery in 1980 as 2-year-old herring was 8,400-10,600 MT; the actual catch was 9,000 MT. The forecast for the 1981 fishery is that it will exceed that of 1980, > 9,000 MT.

Each year since 1973, the larvae have behaved differently requiring increasingly more information to evaluate their year class strength. In addition to monitoring, this year the Division sampled larvae from Sullivan Harbor of eastern Maine during the autumn and winter (1980-81) and made a special cruise in October (1980) to check the distribution of recently hatched larvae in eastern Maine. This special cruise was prompted by the failure of the usual peak in autumnal larval abundance to appear in the Sheepscot estuary and the absence of larvae from Sullivan Harbor in September when previously (1973-74) they were at peak abundance. However, results of the coastal cruise indicated that herring had spawned in eastern Maine and the location of the egg bed and drift of the larvae was similar to that of previous years (1971-72). Winter sampling revealed a peak abundance in larvae during December, which occurred previously (1974), but it also showed a peak in February, when larval abundance is usually low. Whether this February peak is related to late spawning or to an early spring shoreward migration is being investigated by studies of larval well-being and the age and growth of the larvae. These studies will be completed in July and a forecast for the 1981 fishery will be issued in August.

A conceptual model of larval production along coastal Maine was finalized this past year. The model is based on two assumptions: 1) the basic determinants of year class strength are the level of larval abundance following a density-dependent phase of mortality in the autumn and a density-dependent phase of mortality during winter and 2) these basic determinants may be modified by late spawning and the nature of the distribution of larvae along the coast after hatching in the autumn.

Alewife Research: This research project is monitoring the population biology of a stock of anadromous alewives *(Alosa pseudoharengus)* in the Damariscotta River. Previous research has demonstrated that most anadromous alewife stocks exhibit similar population responses to environmental changes and exploitation and that information on the dynamic processes of one stock can be used for management of other stocks. The Damariscotta River population has been selected for monitoring because it is one of the major commercially harvested populations in the state and has sustained a relatively stable population despite high fishing mortality rates, (92 to 98% of the spawning run fish are harvested each year).

Current research is directed towards the exploration of parent-progeny relationships. Field studies include sampling of the immigrant spawning run, sampling and monitoring the commercial harvest, and sampling and estimating the magnitude of the crop of juvenile emigrants. The data, thus far, support a model of this species' dynamics which incorporates an inverse parent-progeny relationship. The projected relationship between the spawning stock and the production of juveniles is based on the carrying capacity of the watershed and the major population limiting factor is intraspecific competition for the standing crop of zooplankton.

Anadromous alewives exhibit a domed reproduction curve and there is an optimum range of spawning stock density for any given watershed. Management practices which result in spawning stock levels markedly above or below this range will reduce recruitment. This research program is directed towards defining the parameters of the parent-progeny relationship to estimate the optimum spawner density for this watershed.

Shrimp Assessment: The shrimp project has conducted an annual summer survey of the shrimp stock in the western Gulf of Maine each year since 1966. The data from this survey and from other sources are used by the Northern Shrimp Technical Committee of Maine, New

Hampshire and Massachusetts to make an annual assessment of this stock. Management recommendations are then made to the Atlantic States Marine Fisheries Commission. The shrimp abundance in the western Gulf of Maine has declined from an estimated 18,000 metric tons in 1973 to an estimated 1,000 metric tons in 1980. Because of this decline, and very poor recruitment, the Technical Committee recommended that the fishery remain closed until the stock abundance increases. Reduced fishing mortality, especially on the egg-bearing females, should reverse or at least halt the decline in shrimp abundance. Limited fishery seasons have been permitted in recent years in response to economic considerations within the fishery. The season in 1981 was from January 1 through May 15 and preliminary data indicate landings in Maine of 1 million pounds. This is over a 10 fold increase from 1980 and was caused by a large increase in fishing effort rather than any market increase in abundance.

The shrimp project is currently conducting an evaluation of the trawl gear used in the summer survey with the intent of redesigning the survey and the gear to create a stratified random survey that is sensitive to changes in recruitment and distribution.

Shrimp Environmental Physiology: Field and laboratory studies to determine the food requirements of shrimp larvae and to relate this information to the abundance and survival of shrimp larvae in the environment were continued. Laboratory studies during the past year included experiments to calculate the probability for a larva to capture an adequate day's ration of food given certain measured concentrations of food particles in the water.

Field studies were made during February through March to estimate from plankton samples the abundance and survival of larvae. After four years of these studies it has now been possible to show a few consistent relationships, the most interesting of which is that the timing of both larval hatching and the blooming of the food supply appears to be not entirely a matter of chance. A mechanism of synchronizing the two may be in operation. Despite the fact that the hatching of larvae has occurred somewhat earlier each year, the diatom bloom seems to be following the same pattern, occurring approximately simultaneously with the hatching of larvae.

Other studies have been conducted on the trends of fecundity in female shrimp. Although still relatively high, the number of eggs per female has dropped slightly during the last two years. Infestation of the eggs by peridinian parasites has been very low, however.

Environmental Monitoring: The project started in mid-October 1973 to continue the work previously carried out by National Marine Fisheries Service. This comprised the continuous recording of 10 environmental variables, the analysis of data, and the dissemination of information to interested scientists.

The recordings were continued during the year. Tabulations and summaries of sea surface temperature, sea bottom temperature, air temperature, salinity, barometric pressure, and precipitation were kept up to date, with monthly summaries available shortly after the end of each month. Other data were filed and are available on request.

Annual summaries of data for 1980 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1979, were printed and sent out to the Department personnel, to Bigelow laboratory staff members, and to other interested parties.

Dissemination of information has been to a regular mailing list and by special requests to foreign, federal and state agencies; to academic institutions, to businesses, and to private individuals. Monthly summaries are included in the weekly Newsletter of the Department of Marine Resources and published in the monthly trade paper: "Commercial Fisheries News" and the local newspaper, "The Boothbay Register."

Green Crab Study: This project started in mid-October 1973 to continue and to expand the work previously carried out by the National Marine Fisheries Service. This comprised mainly the periodic sampling of populations of the green crab and relating changes in its abundance and distribution to changes in the environment. The green crab is of minor commercial value as bait, but its primary importance in Maine has been because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant.

The annual fall survey of relative abundance and population characteristics at 20 stations from Kittery to Perry, supplementary winter and spring surveys, and monthly trapping in the Boothbay Harbor area led to the following generalized conclusions:

1) In 1980 auult green crabs showed increases in several areas of the coast, but juveniles decreases.
2) Most of the Washington County coast seems to have escaped severe green crab predation thus far.

3) Several areas of the coast have had excellent survival of 1976 and 1977 year classes of clams.
4) In areas that still fail to have adequate surviving sets of clams, a period of 3 to 5 years of clam scarcity is still predicted after present stocks of large marketable clams are dug out.

Resource Services Division. This division includes projects that are oriented towards resource specific problems like paralytic shellfish poisoning, sewage wastes disposal, etc. and, as such, the projects represent an expertise in a particular phenomena rather than on a selected species of animal.

Shellfish: Public Health Monitoring and Research: The State of Maine, under the guidelines of the National Shellfish Sanitation Program, Manual of Operations, Public Health Service Publication No. 33, Part I, Sanitation of Shellfish Growing Areas, Part II, Sanitation of the Harvesting and Processing of Shellfish, regulates fresh and frozen oysters, clams and mussels but does not regulate lobsters, crabs or fish. The Department of Marine Resources has been given this responsibility under Title 12, Sec. 6051, Sec. 6172, 6192, 6621 and 6856.

Shellfish processors are inspected and certified by L.H. Varney and his staff. The Boothbay Harbor laboratory assists in this process by examining shellfish, either shell stock or shucked, to determine their bacterial quality and overall suitability as a food.

Oysters, clams and mussels feed by filtering their food from large quantities of water in growing area. By this process, oysters, clams and mussels may be expected to accumulate and concentrate whatever is in the water, including pathogenic organisms, radionuclides, industrial waste or marine toxins. It has been amply documented by epidemiological investigations of disease outbreaks that the consumption of shellfish from polluted or contaminated growing areas is a pernicious custom if persisted in, with numerous examples of typhoid and infectious hepatitis being documented. It has been well established that shellfish harvested waters meeting the approved areas classification will not be involved in the spread of disease which can be attributed to initial contamination of shellfish.

Because of changing conditions, it is a continuing and ongoing process to determine the suitability of shellfish growing areas as to their sanitary quality in regard to the harvesting of shellfish. In Maine it is necessary to investigate and evaluate sanitary pollution and marine toxin contamination. In order to evaluate sanitary pollution, it is necessary to conduct in each growing area: 1) sanitary surveys to determine sources and extent of pollution; 2) coliform bacteria enumeration to determine water quality, i.e.: a) less than 70 most probable number (70 MPN)—approved areas; b) 70-700 MPN—moderately polluted; c) 700 MPN +—grossly polluted; 3) hydrographic studies as needed to determine circulation, dilution, water available, etc.

The suitability of growing areas in relation to sanitary pollution is determined by water quality and sanitary surveys and not by shellfish quality. It is possible, using this method, to permit the seasonal opening of polluted areas because of changing conditions in pollution sources and resulting water quality. This has resulted in the availability to the shellfish industry of a very valuable resource. In recent years the DMR has expanded its marine toxin or paralytic shellfish poison monitoring and surveillance program. This is due to an apparent increase in the presence of toxic shellfish. Public health concern requires that all shellfish growing areas in which the toxin exceeds 80 micrograms per 100 grams of shellfish be closed to shellfish harvesting. Experience has demonstrated that with adequate and extensive monitoring of shellfish growing areas it is possible to keep open nontoxic shellfish growing areas. This program protects the public health while allowing for safe exploitation of the valuable shellfish resource in the nontoxic areas.

Survey of Waste Discharges to Shellfishing Areas: Since March 1, 1980, numerous shellfishing areas presently restricted to all harvesting have received extensive investigation as to their pollution problems, water quality trends, shellfish production and value.

The intent of the project, presently funded under Coastal Zone Management and the Maine State Planning Office, is to provide the necessary data and technical support required for the enforcement and abatement of all untreated domestic and industrial discharges within commercially harvestable shellfishing areas.

Both the Department of Environmental Protection, Bureau of Water Quality Control and the Attorney General's Office have found this information to be essential in establishing residential abatement priorities. Due to the legal implications as enforcement measures were taken, it was necessary that such current information be made available to those agencies involved.

Fish and Shellfish Pathology: Current work includes determining what diseases/predators/parasites are present in shellfish populations along the Maine coast, to prevent the transfer of potentially harmful organisms from one area to another; examining live imports of marine species to assure that importation will not be detrimental to indigenous Maine life or the environment; examining shellfish exports prior to shipment when requested by the aquaculture industry; diagnosing diseases in fish, shellfish and crustaceans submitted for pathological examination by industry, other DMR projects, private individuals and other laboratories, and continuing epizootical studies of a blood viral infection, piscine erythrocytic necrosis (PEN), in cod, herring and other marine species off our coast to determine if this disease may be a contributing factor in population fluctuations of commercially valuable fish.

In addition, the pathology unit is now responsible for certifying shellfish hatcheries as disease free (for export purposes) plus helping hatchery operators with their problems. This entails bacteriological work, a responsibility which we did not previously have. The additional work includes proper collection of specimens, preparation and sterilization of media, proper culture methods, specific methods for microbiological examination of specimens, bacteriologic diagnosis and antibiotic susceptibility tests.

The Division was previously funded by The National Institutes of Health and National Science Foundation for an investigation of piscine erythrocytic necrosis (PEN), a viral blood disease of marine fish. Staff examined the blood of over 48 marine fish species from New York to the Canadian Maritimes and found PEN in 18 species. Since PEN was evident in anadromous alewives and lamprey eels, the Department of Inland Fisheries and Wildlife has requested the Division sample several lakes to determine whether these species may be transmitting PEN to fresh water fish.

From initial discoveries, investigators at West Coast institutions initiated intensive investigations on PEN in their commercial salmon and herring species. PEN has now been designated as a reportable disease in any transfer operations on the West Coast. The first fungus disease ever found in a deep sea scallop was evident in an adult specimen from the Sheepscot River.

The most serious disease to which the herring is susceptible, the fungus *Ichthyosporidium hoferi*, was found in a herring fillet containing dark-colored areas submitted for examination from a sardine cannery. This disease is of serious economic concern to those engaged in the catching and processing of herring since it has reached epidemic proportions in the past and the U.S. Pure Food and Drug Administration considers fungus-infected fish unsuitable for interstate shipment.

Staff investigated a kill of several shortnose sturgeon, an endangered species, off Maine Yankee and presented the findings at a meeting of officials from Maine Yankee, Central Maine Power, National Marine Fisheries Service, University of Maine and the Nuclear Regulatory Commission.

Since examination of the blood is essential in most pathological conditions, a reference collection of approximately 10,000 blood slides has accrued, prepared from mammals, birds, reptiles, amphibians, bony fishes, sharks, and Lampreys-representatives from the seven classes of animals that make up the division of the Animal Kingdom called Vertebrata. The blood films in the collection show not only characteristic blood cell morphology for the different species, but also pathological conditions including the effects of viruses, parasitic protozoa, bacterial infections and malnutrition.

Casco Bay Maine Resources Inventory: The Casco Bay Marine Resources Inventory was a joint project of the Departments of Environmental Protection and Marine Resources. The project aims were: 1) to provide an accurate determination of the marine resources found within the confines of Casco Bay, 2) to establish an evaluation system so that priorities could be placed on marine resources that may be adversely affected by an oil spill, 3) to provide a mechanism for determining the damages sustained by a resource as the results of a spill and 4) to provide data for creation of a Casco Bay spill tracking model.

This two year study was initiated in June of 1979. Funded by the Department of Environmental Protection and the State Planning Office, the study was conducted by a five member team of Marine Resources personnel. The study was executed in four tasks corresponding to the project aims.

The first task of the study was to inventory the marine resources of Casco Bay. The resources were divided into three categories: Resource Species, Fisheries Resources and Recreational Resources. The soft-shell clam was the first resource species inventoried through a field survey. Upon completion, approximately 125 miles of shoreline were examined and over 1,250 acres of productive clam flats were surveyed. Because population surveys of the other resource species of Casco Bay were not within the scope of the study, characterizations of the lobster, crab, scallop, mussel, herring and bait worm fisheries were prepared from information obtained through site visits and interviews with area dealers and fishermen. Information on 63 fisheries resources including lobster facilities, aquaculture sites, fish traps, anadromous fish streams and industrial intakes was also obtained through site visits and interviews. Information on 146 recreational resources including marinas, beaches, parks, wildlife preserves, critical areas, natural areas, scenic areas, historic sites, boat ramps and docks was obtained primarily through a literature review of State publications. All of the information relevant to oil spill response and damage assessment was documented in a marine resources catalogue. In order to provide the inventory data in a form most appropriate for oil spill response and damage assessment use by DEP and DMR, a marine resource atlas was compiled. The atlas consisted of quartered 7½ min. series topographic maps of Casco Bay arranged in a ring-bound notebook. Accompanying each map was an acetate overlay containing the locations of the various resources indicated by numbered symbols and keyed to the marine resources catalogue. Both the atlas and catalogue were designed for field use.

The second task of the study was to assign protection priorities to the marine resources of Casco Bay. An extensive literature search on the effects of oil on the marine environment and organisms was conducted. With the information obtained and experience as a guide, each resource group was prioritized according to commercial and recreational importance, ecological and aesthetic value, susceptibility and protectability. From the search data, quick reference tables on oil toxicity and effects on marine organisms were compiled containing over 500 entries on 150 species with 185 references cited. A manual on oil in the marine environment was also prepared as an instructional text for oil spill response personnel. Because the adverse effects of oil depend in part upon the type and exposure of an impacted shore, an oil persistence atlas was developed as an additional protection priority tool. The atlas consisted of quartered 7½ min. series topographic maps of Casco Bay with acetate overlays indicating the sediment composition of the supra-, inter-, and subtidal areas. The overlays were prepared by the Maine Geological Survey. The map shorelines were color-coded according to anticipated oil persistence time based on intertidal sediment type and exposure. When used in conjunction with the resource atlas, the sensitivity of various areas to oil spill damage becomes apparent.

The third task of the study was to establish an oil spill damage assessment procedure for DMR. Through practical experience gained during work on the *New Concord* oil spill in 1979 and lessons learned from the subsequent litigation, a damage assessment procedure was developed, documented and entitled, "The DMR Oil Spill Contingency Plan."

The fourth task of the study was to provide the data for a Casco Bay spill tracking model. For this purpose, the locations of the resources examined during the first task were plotted on an acetate overlay of a C&GS 315 chart of Casco Bay. The resource locations, indicated by numbered symbols, were keyed to the marine resources catalogue.

With the advent of offshore oil exploration and increased oil transfer activities in Maine waters, no area of the Maine coast will be immune to the threat of oil spill impact. Accordingly, this study will be continued as the Coastal Resource Inventory. During FY 1981, the coastal area bordered by Small Point and Pemaquid Point will be examined. It is anticipated that eventually all coastal areas containing resources susceptible to oil spill damage will be inventoried.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	853,144	512,309	74,465		266,370	
Retirement	147,697	88,690	12,415		46,592	
Rents	8,703	5,227	1,374		2,102	
Commodities	146,754	76,623	47,328		22,803	
Grants—Subsidies—Pensions	5,015	5,015				
Equipment	39,919	28,708	10,554		657	
Transfers to Other Funds	25,319		5,677		19,642	
Other Contractual Service	430,738	154,362	21,667		254,709	
TOTAL EXPENDITURES	1,657,289	870,934	173,480		612,875	

MAINE MARITIME ACADEMY

DR. LEONARD C. MEAD, PRESIDENT, BOARD OF TRUSTEES
REAR ADMIRAL E. A. RODGERS, Superintendent

Central Office: Castine, Maine *Telephone:* 326-4311
Mail Address: Castine, Maine 04421

Established: 1941 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165 *Legislative Count:* N.A.

Organizational Units:

Board of Trustees	Academic Division
Board of Visitors	Administrative Division
Office of the Superintendent	Student Affairs Division
Practical Training Division	Center for Advanced Maritime Studies

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational Units above. The most recent, the Center for Advanced Maritime Studies was established in January 1981 in response to the requirements from the Coast Guard for refresher training in various license categories, and to the interest of maritime operating companies for specialized training in such areas as emergency medical training, diesel engine training and special licenses for tanker operation. Although the academy is now coeducational, its basic mission and objectives remain unchanged.

Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by five principal division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the fall term, September 1980, stood at 646. Of these 148 were seniors, 146 juniors, 171 sophomores and 181 freshmen. The student body included 24 women. Students from the State of Maine numbered 433 or 68.2% of the total. There were 205 students from other states and 7 students from abroad, of whom four were from Liberia and three from Malaysia. The Bachelor of Science degree was awarded to 148 graduating seniors in April 1981. Academy graduates continue to receive ready acceptance throughout the maritime and related industries. Despite severely reduced employment opportunities in more traditional ocean cargo, petroleum transport and Great Lakes fleets, graduates have found positions in nearly every case in the period between graduation and the end of the reporting year. Six graduates accepted direct commissions as Ensign in the US Navy.

Because the spring 1980 training cruise had to be cancelled because of extended boiler repairs, the training ship spent nearly four months at sea during the past year. Cruise requirements for 1980 were met by two one month sea periods in August 1980, and January 1981. The annual cruise for 1981 was carried out during the regular time period from early May to the end of June. Because of severe budgetary limitations due to the failure of the federal government to appropriate authorized funds for fuel support, the cruise was restricted to the east coast between Castine and Cape Canaveral.

In January 1981, the former dormitory, Leavitt Hall was rededicated as the Academy administrative center and the headquarters for the newly established Center for Advanced Maritime studies. The $1.85 million project was financed through grants from the State totaling $700,000, a Kresge Foundation grant of $200,000 and private donations. The renovated facilities include a 300 seat auditorium, an 80 seat lecture hall, various class and lecture rooms and offices. Plans were drawn for an extensive renovation of the academy waterfront engineering and small boat handling facilities for which work is expected to begin in late summer 1981. The total project includes the removal of several pre-World War II structures, relocation of the welding laboratory, and replacement of the steel pilings along the seawall. The total cost of $1.8 million will be financed through the State approved bond issue of $1,000,000 and private donations.

Evening programs during the fall and spring terms and an extensive array of courses, seminars, and meetings during the summer months occupy an increasing role in the academy routine, as wider opportunities for adult study and community interests are accommodated at the Academy. The addition of these programs assures year-round utilization of academy facilities.

Student demand for admission continued to increase over the year. By the closing date in early May, 871 applications had been received, compared with 819 by the same date the previous year. The entering freshman class in late August 1981 is expected to number 195, of whom at least 7 will be females. Approximately 73% of the entering class will be from the State of Maine.

LICENSES, PERMITS, ETC.:

Bachelor of Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
Maine Maritime Academy—The Formative Years 1941-1966 by Howard C. Jordan	$5.00

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
Statement of Current Fund Revenues, Expenditures and Other Changes
Fiscal Year 1981

REVENUES	Unrestricted	Restricted	Total
Tuition and Fees	$1,542,782		$1,542,782
Federal Appropriations	100,000		100,000
State Appropriations and Grants	2,398,550	50,295	2,448,845
Federal Grants & Contracts	23,557	380,107	403,664
Private Gifts, Grants & Contracts	209,086	37,945	247,031
Sales and Services of Auxiliary Enterprises	2,139,916		2,139,916
Other Sources	427,672		427,672
Total Current Fund Revenues	6,841,563	468,347	7,309,910
EXPENDITURES AND MANDATORY TRANSFERS			
Educational and General			
Instruction	1,682,143	43,607	1,725,750
Public Service	76,788	70	76,858
Academic Support	308,733	10,491	319,224
Student Services	540,063	21,803	561,866
Institutional Support	1,012,356	3,617	1,015,973
Operation & Maintenance of Plant	916,531	36,864	953,395
Scholarships and Fellowships	2,443	323,930	326,373
Educational & General	4,539,057	440,382	4,979,439
Mandatory Transfers For:			
Principal and Interest	101,395		101,395
Loan Fund Matching Grant	1,673		1,673
Total Educational & General	4,642,125	440,382	5,082,507
AUXILIARY ENTERPRISES			
Expenditures	1,799,736	27,965	1,827,701
Mandatory Transfers For:			
Principal and Interest	147,063		147,063
Renewals and Replacements	6,100		6,100
Total Auxiliary Enterprises	1,952,899	27,965	1,980,864
Total Expenditures & Mandatory Transfers	6,595,024	468,347	7,063,371
OTHER TRANSFERS AND ADDITIONS/(Deductions)			
Excess of restricted receipts over transfers to revenues		13,642	13,642
Unrestricted gifts allotted to other funds	(21,571)		(21,571)
Net appropriation of unrestricted resources from (to) other funds	(222,168)		(222,168)
Total Other Transfers	(243,739)	13,642	(230,097)
Net Increase (Decrease) in Fund Balance	$ 2,800	13,642	16,442

MAINE MARINE RESOURCES COMMISSION

CHAIRMAN—VACANT
WALTER A. ANDERSON, State Geologist

Central Office: AMHI—Ray Building, Augusta *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 060A; *Citation:* 1973 Leg. order, 654

PURPOSE: The Maine Marine Resources Commission was established to advise the Governor and the several departments, bureaus, and offices of the State as to problems associated with the marine resources of the State; study, evaluate, and make recommendations on the administration of the marine resources of the State; and participate on behalf of the State of Maine, on request of the Governor, in the conduct of negotiations leading to the determination of marine geographical boundaries of the State.

ORGANIZATION: The Maine Marine Resources Commission was created by SP654 of the 105th Maine State Legislature in June, 1973. The Commission is comprised of five members, three of whom are appointed by the Governor and two of whom are ex officio: the Commissioner of Marine Resources, and the State Geologist.

PROGRAM: The primary activity of the commission has been in the matter of the marine boundary determination between Maine and the provinces of New Brunswick and Nova Scotia. Such work has involved meetings and consultations with representatives of the office of Legal Adviser, Department of State, Washington, D.C., Office of the Attorney General of Maine, and contractual investigation and reports prepared by consultants expert in the matter of marine boundaries.

During FY 1981, the Commission has not been active. US-Canada boundary negotiations were ongoing between U.S. and Canadian state departments, with advisors from affected interests included. A treaty was awaiting Congressional ratification in June 1980, but it appeared that strong disagreements might prevent a final agreement.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

DORIS L. ORESTIS, CHAIRMAN

Central Office: RFD 1, Box 292, Riverside Drive, Auburn
Telephone: 782-1700
Mail Address: Box 768, Auburn, Maine 04210

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

PROGRAM: The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 48 continuing education hours every two years to meet the requirements for re-licensure.

The present rules and regulations are in the process of being re-written, to clarify and update, where necessary to meet any new requirements. The approval or denial of Continuing Education Courses for credit has taken a great deal more time than previously anticipated. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.:

License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,230		7,230			
Rents	2,540		2,540			
Commodities	817		817			
Transfers to Other Funds	1,065		1,065			
Other Contractual Service	9,160		9,160			
TOTAL EXPENDITURES	20,812		20,812			

MAINE MEDICAL LABORATORY COMMISSION

HOWARD E. LIND, Ph.D., M.P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets only when necessary. There were no meetings during FY 81.

Several organizations indicated interest in applying for a license to operate a private clinical laboratory but were waiting possible passage of the Federal Clinical Laboratory Improvement Act (CLIA) to avoid State and Federal requirements. Apparently further attempts for such passage of the FCLIA have been postponed indefinitely.

During the current year an amendment was submitted to permit clinical laboratories to be operated by individuals at the doctorate level other than physicians. This amendment was recommended by the Health and Institutional Services Committee for adoption and forwarded to the legislature for action. LD 196 was passed as Chapter 66 P.L. and approved by the Governor March 9, 1981. "AN ACT to Revise the Maine Medical Laboratory Act".

LICENSES, PERMITS, ETC.:

License:
- Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to less than $100.00 in FY 81 and are, by administrative decision, included with those of the Public Health Laboratory.

MENTAL HEALTH ADVISORY COUNCIL

MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH
THOMAS J. KANE, D.S.W., Chairperson

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34 M.R.S.A., Sect. 2003

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Mental Health Advisory Council was statutorily created to assist in carrying out the purposes of the Bureau of Mental Health. Essentially it functions as an advisory group to the Bureau.

ORGANIZATION: In 1977, 34 M.R.S.A., Section 2003, (the legislation which created the Committee on Mental Health) was repealed and in its place a new Section 2003 was enacted providing for a Mental Health Advisory Council consisting of 30 members appointed by the Governor for 3 year terms. The Council selects its own chairman, is comprised of at least 60% non-providers of mental health services, and meets bi-monthly.

PROGRAM: The Council meeting agendas encompass matters involving broad policy and program issues. The Council also participates in the long range planning for mental health services. During 1981, members of the Council participated in nine public hearings across the State in order to get public comments about mental health services. Using this information, the Council developed statewide priorities for mental health services, and continued its effort in the development of the Mental Health Plan. The Council advised the Department concerning new community mental health legislation, actively supported legislation calling for a separate Department of Corrections, and made recommendations about a proposal for a private psychiatric facility in southern Maine. Also, various members of the Council participated in department planning groups around the implementation of the federal Mental Health Systems Act. The Council will continue with their Good Practices Project to honor outstanding mental health programs.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

KEVIN W. CONCANNON, COMMISSIONER
TIMOTHY P. WILSON, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: State Office Building, Augusta, Maine 04333

Established: 1939 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 2,725 *Legislative Count:* 2,806

Organizational Units:
- Bureau of Mental Health
- Bureau of Mental Retardation
- Bureau of Corrections
- Office of Children's Services
- Administrative Services Division
- Program Services Division
- Office of Advocacy
- Mental Health Advisory Council
- State Planning & Advisory Council on Developmental Disabilities
- Maine Committee on Problems of the Mentally Retarded
- Commission on Mental Health Manpower Development
- Maine Correctional Advisory Commission
- Interdepartmental Coordinating Committee

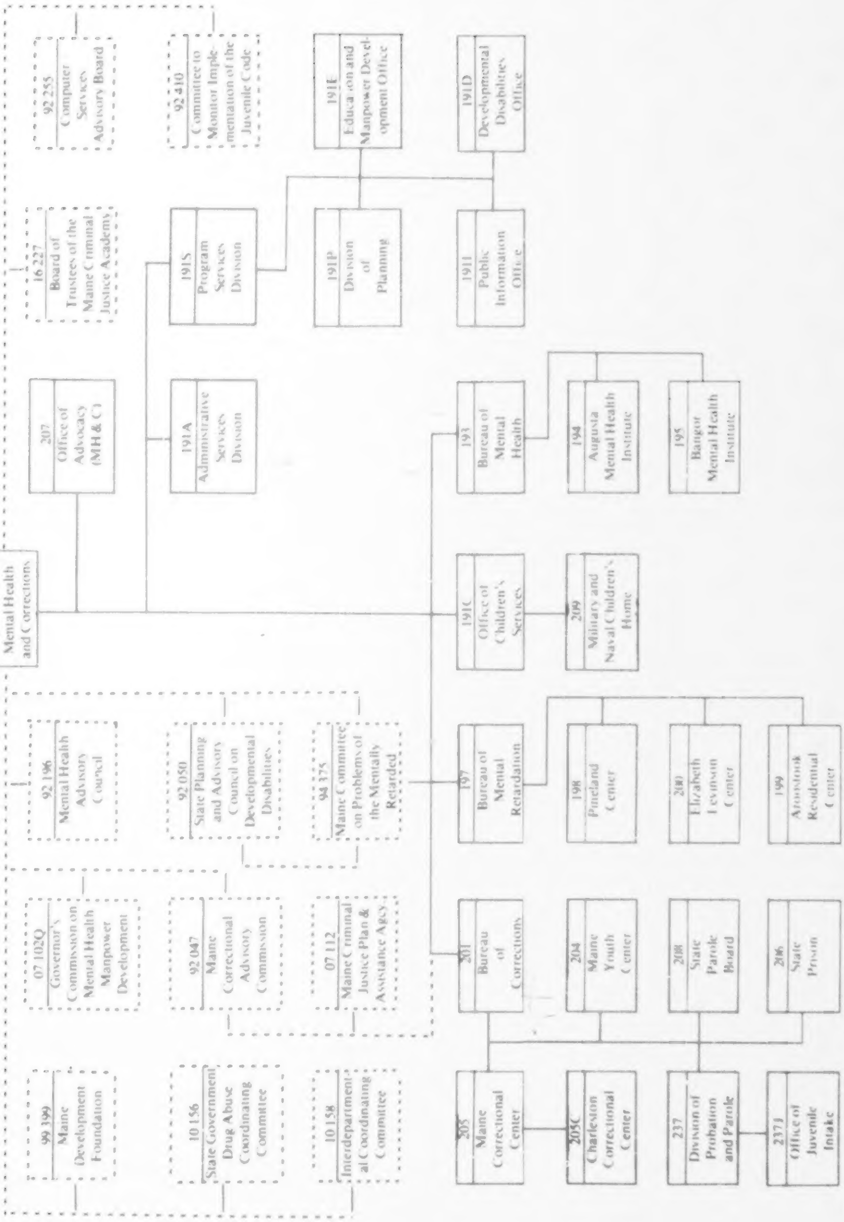
PURPOSE: The Department of Mental Health and Corrections was established to enhance the quality of life for the mentally handicapped, the developmentally disabled and the public offender by helping them to meet their needs for personal, social, educational, vocational and economic development, and to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons committed to its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, officers and employees, and patients and inmates of the State institutions within its jurisdiction. Furthermore it performs such acts relating to the care, custody, treatment, relief and improvement of the inmates of the institutions as are not contrary to the law, and enforces all laws concerning the institutions.

ORGANIZATION: The Department of Mental Health and Corrections, so named in 1957, was established in 1939 as the Department of Institutional Service. The 1939 legislation transferred the State's mental health, penal and correctional institutions from the jurisdiction of the Department of Health and Welfare. These institutions are under the general administrative supervision of three statutorily-based bureaus within the Department: Bureau of Mental Health, created in 1959; Bureau of Mental Retardation, created in 1967; and Bureau of Corrections, created in 1969. The State Parole Board was placed within the Department in 1959, and a statutory Division of Probation and Parole was added in 1967. A Division of Administrative Services was created by executive action in 1974. A Juvenile Intake Program was authorized with the passage of the Juvenile Code in 1978.

Advisory Committees to each Bureau were appointed to supplement the Boards of Visitors previously active at the Institutions. These Institutions, established as early as 1823 and, in most instances, administered by Trustees before being placed within a State department, include: Augusta Mental Health Institute, Bangor Mental Health Institute, State Military and Naval Children's Home, Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, Maine State Prison, Maine Correctional Center, and Maine Youth Center. In 1976, the Legislature abolished Stevens School/Women's Correctional Center accepting and approving a Correctional Reorganizational Plan reallocating those resources toward other pressing needs, namely, Probation & Parole, Pre-Release, and the Maine State Prison.

During FY 81 the Legislature approved a bill which will create a new Department of Corrections effective September 18, 1981, and which will result in the existing department being renamed the Department of Mental Health and Mental Retardation.

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS
UMB 14


191 Department of Mental Health and Corrections
207 Office of Advocacy (MH & C)
16 227 Board of Trustees of the Maine Criminal Justice Academy
92 255 Computer Services Advisory Board
92 410 Committee to Monitor Implementation of the Juvenile Code
191A Administrative Services Division
191S Program Services Division
191P Division of Planning
191I Public Information Office
191E Education and Manpower Development Office
191D Developmental Disabilities Office
193 Bureau of Mental Health
194 Augusta Mental Health Institute
195 Bangor Mental Health Institute
191C Office of Children's Services
209 Military and Naval Children's Home
92 196 Mental Health Advisory Council
92 050 State Planning and Advisory Council on Developmental Disabilities
94 375 Maine Committee on Problems of the Mentally Retarded
197 Bureau of Mental Retardation
198 Pineland Center
200 Elizabeth Levinson Center
199 Aroostook Residential Center
07 102Q Governor's Commission on Mental Health Manpower Development
92 047 Maine Correctional Advisory Commission
07 112 Maine Criminal Justice Plan & Assistance Agcy.
201 Bureau of Corrections
204 Maine Youth Center
208 State Parole Board
206 State Prison
99 399 Maine Development Foundation
10 156 State Government Drug Abuse Coordinating Committee
10 158 Interdepartmental Coordinating Committee
205 Maine Correctional Center
205C Charleston Correctional Center
237 Division of Probation and Parole
237J Office of Juvenile Intake

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	39,424,405	38,571,324	131,888		721,106	87
Retirement	7,159,126	7,009,949	22,602		126,544	31
Computer Services—State	86,707	57,503			29,204	
Rents	175,863	172,354	30		3,208	271
Commodities	5,811,728	5,703,890	25,768		41,258	40,812
Grants—Subsidies—Pensions	3,644,619	3,223,406	82,705		388,508	
Buildings and Improvement	515,744	439,390	68,552		—810	8,612
Equipment	496,875	342,728	54,152		97,134	2,861
Transfers to Other Funds	350,818	4	2,992		346,175	1,647
Other Contractual Service	12,302,050	11,646,916	142,157		473,478	39,499
TOTAL EXPENDITURES	69,967,935	67,167,464	530,846		2,175,805	93,820

PROGRAM: The Department has organizationally been structured so that Administration, Program and Bureau services and accomplishments are separately referred to in other sections of the report.

LICENSES, PERMITS, ETC.:
See comment under Program Section.

PUBLICATIONS:
See comment under Program Section.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $177,655 in FY 81 and are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (MH&C)

RONALD R. MARTEL, ASSOCIATE COMMISSIONER, ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191A; *Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: Primary responsibilities of this unit include the administration of departmental personnel policies and procedures as well as fiscal accountability. These duties are delegated, for the most part, to the department's Chief Accountant and Director of Personnel and Employee Relations.

ORGANIZATION: The position of Associate Commissioner for Administration was created by Legislative action in 1976. In the event of a vacancy in the Office of the Commissioner as well as in the Office of Associate Commissioner for Programs, the Associate Commissioner for Administration is responsible for performing the duties of the Commissioner with the same statutory authority and responsibilities.

PROGRAM: During FY 81 the Department was able to obtain additional staff support for the Bureau of Mental Health in order to supplement its community supervisory responsibilities. Also, additional staff was placed under the Accounting Division in order to increase the capability of the Bureau of Mental Retardation. Increased community activities and developments necessitated an increased capability to handle both inhouse accounting functions as well as community audit contractual functions. Also during FY 81 a vacancy was created in the Superintendent's position at the Bangor Mental Health Institute. Active recruitment has taken place and a candidate will be chosen during the early part of FY 82.

An Affirmative Action Plan was completed which provided information by Bureau. The Plan, as submitted to the Maine Human Rights Commission, was considered by those reviewing it to be a model plan for other state agencies.

Increased accountability and prioritization of services funded occurred during FY 81 in contracts with local community mental health centers. The Bureau of Mental Health has established priority services and a mechanism whereby activities will be monitored during the course of the fiscal year. In addition, the Bureau, at-least in part, directed its resources toward areas with least resources in addition to fairly distributing resources throughout the State of Maine.

PUBLICATIONS:

Affirmative Action Plan
Available for on-site review.

FINANCES, FISCAL YEAR 1981: The following financial display ws generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (MH & C)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,477,988	1,474,427	3,364			197
Retirement	230,867	230,218	620			29
Computer Services—State	13,021	13,021				
Rents	24,976	24,976				
Commodities	4,326,534	4,324,587	1,377			570
Grants—Subsidies—Pensions	9,056	9,056				
Buildings and Improvement	434,072	389,382	36,078			8,612
Equipment	68,292	50,139	14,761			3,392
Transfers to Other Funds	332,278		529		331,749	
Other Contractual Service	606,901	587,682	15,109			4,110
TOTAL EXPENDITURES	7,523,985	7,103,488	71,838		331,749	16,910

OFFICE OF ADVOCACY (MH & C)

CARROLL M. MACGOWAN, CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207A; *Citation:* 34 M.R.S.A., Sect. 1A
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Corrections to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance, with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments.

ORGANIZATION: The function of advocacy began in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. This was a function created administratively. In 1975 the 107th Legislature created the "Office of Advocacy" by passing legislation mandating its functions statutorily.

At the present time the Office of Advocacy consists of advocates at the Augusta Mental Health Institute and Bangor Mental Health Institute, Maine Correctional Center/Maine Youth Center, Pineland Center and two Community Advocates serving the Bureau of Mental Retardation clients. The Chief Advocate also serves as advocate at the Maine State Prison. Furthermore, the Office of Advocacy provides legal services to individual clients in institutions administered by the Department who are experiencing specific legal problems which result from their inability by freedom of movement to deal effectively with those problems.

PROGRAM: The Office of Advocacy has been actively involved, in the past year, in drafting legislation designed to assure due process to individuals considered for sterilization and in the number of legislative proposals designed to assure the rights of mental health clients and of clients of the Department of Mental Health and Corrections residing in the community. The office was also involved in the development of guidelines regarding the use of behavioral procedures for clients of the Bureau of Mental Retardation. The office has provided assistance or information to in excess of 2,000 departmental clients including representing clients in Interdisciplinary Team meetings, People Evaluation Team meetings and numerous other administrative meetings in which clients have sought assistance.

In addition, the office is routinely involved in investigating denial of rights of departmental clients living in state institutions or in the community. One ongoing goal of the office's activities is to continue to advocate for the consolidation where that is feasible and consistency where consolidation is not feasible of rules and regulations promulgated by the many agencies and departments serving clients of the Department of Mental Health and Corrections in the area of quality of life licenses, permits, etc.

The Office of Advocacy is authorized by 34 MRSA, subsection 2143, to approve behavior modification programs designed for the mentally retarded in Maine which involve the use of noxious or painful stimuli. All aversive behavior modification programs are reviewed on a case-by-case basis by an advocate from the Office of Advocacy.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of (34 MRSA c. 186-A)—free

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Corrections.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St., Presque Isle *Telephone:* 764-4104
Mail Address: Box 1285, Presque Isle, Maine 04769

Established: 1972 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34 M.R.S.A., Sect. 2633

Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Aroostook Residential Center was established to provide training, education and residential accommodations for mentally retarded persons from Aroostook County. The Center is responsible for providing five-day-a-week residential accommodations for mentally retarded persons from Aroostook County. Residents attend programs in the Central Aroostook area which provide planning and coordination of programs for mentally retarded persons in Aroostook County, and made their services available to any mentally retarded person, subject to administrative policies adopted by the Director of the Bureau of Mental Retardation.

ORGANIZATION: The Aroostook Residential Center was established in 1971, but did not begin operation until October, 1972. Dedication of the building as the Aroostook Residential Center occurred on December 15, 1972.

In the organization of the program, the Director of the Center also serves as Regional Administrator for the Bureau of Mental Retardation. The only other professional level position in the Center is a Registered Nurse who functions within the residence as a health screening and clinical supervisor of health and dietary programs. All other positions are in the paraprofessional category of houseparent. These positions are designed to offer minimum coverage when there is maximum resident occupancy. The Center restricts admission to moderately and mildly disabled individuals due to significantly high resident to staff ratios.

PROGRAM: Pre-admission staffings are made by the Aroostook Residential Center for potential clients. These include a multi-disciplinary approach to clients in order to develop specific program recommendations. After the client has been admitted, periodic reassessments, including new program recommendations, are carried out by the staff of the Center.

Residential placement is considered under the following programs:

1. Nine-month-per-year residency for children attending the Opportunity Training Center or the Helen P. Knight School for Multiple Handicapped.
2. Respite Care, providing up to two weeks of residential services to families who are in need of either temporary or emergency placement of their developmentally disabled child or adult.
3. Residence for adults attending either a sheltered workshop or adult day-activities program.
4. Transition Program for Pineland Center residents who are returning to the community.
5. Transition Apartment Program to help teach severely handicapped adults the skills of independent living.

Residential programming includes such aspects of group living as development of daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills, community socialization (to help the adult client learn to live in the normal mainstream of society), and basic adjustment to more advanced stages of independent living.

The Regional Mental Retardation Services Office will be located within the Center and will provide the services of Home Training, Information, Screening and Referral, Public Guardianship, Residential Placement and Adjustment, Individual Prescriptive Program Planning and Protection and Support Services.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	113,812	113,812				
Retirement	20,614	20,614				
Rents	1,475	1,475				
Commodities	2,449	2,449				
Equipment	7,935	6,466	1,469			
Other Contractual Service	27,961	27,961				
TOTAL EXPENDITURES	174,246	172,777	1,469			

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, SUPERINTENDENT
MILLARD A. HOWARD, Assistant to the Superintendent

Central Office: Hospital Street, Augusta *Telephone:* 622-3751
Mail Address: Box 724, Augusta, Maine 04330
or: Statehouse Sta. #80, Augusta, Maine 04333

Established: 1834 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34 M.R.S.A., Sect. 586

Average Count—All Positions: 574 *Legislative Count:* 586

Organizational Units:
Psychiatric Admissions Unit
Psychiatric Transitional Unit
Psychiatric Rehabilitation and Reentry Unit
Psychiatric Adolescent and Young Adult Unit
Psychiatric Nursing Home Unit
Program Evaluation
Staff Development
Business Services

PURPOSE: The Augusta Mental Health Institute (AMHI) was established to treat and restore to optimal mental, social, medical health, vocational and economic usefulness, citizens who require long-term 24-hour psychiatric services from communities in Somerset and Kennebec Counties; Franklin, Oxford and Androscoggin Counties; Cumberland County; York, Sagadahoc and Lincoln Counties; and Knox and Waldo Counties.

The Augusta Mental Health Institute is charged with the responsibility to provide hospitalization of the mentally ill. The Institute is empowered, subject to the availability of suitable accommodations to receive and provide care and treatment of a mental illness of any person on an informal basis. In addition, the Institute may receive an individual under written application and certification of a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a District Court. The Institute accepts transfers from other hospitals for the mentally ill, both in-state and out-of-state, upon order of the Commissioner of the Department of Mental Health and Corrections.

The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment under the above procedures for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. In the 1960's, community mental health centers were established, which made possible a redefinition of the Institute's role.

The Institute is organized internally in functional treatment units designed to serve as the long-term or extended care component of comprehensive, community based mental health services and which also serve as the backup to six community mental health centers' inpatient units. These Augusta Mental Health Institute units include: an Admissions Unit which provides rapid evaluation and crisis management, a Transitional Unit which provides intensive psychiatric care for up to six months, a Rehabilitation and Reentry Unit which provides intensive social and vocational rehabilitation for those with continuing psychiatric disabilities, an Adolescent and Young Adult Unit which provides a psychiatric inpatient hospital level of care for those patients between the ages of 12 and 20, and a psychiatric Nursing Home Unit which provides care for those psychiatric patients requiring primarily nursing home care but whose psychiatric problems are not yet resolved to the extent that they can be placed in nursing homes in the community.

PROGRAM: In FY 81 the Augusta Mental Health Institute continued to serve as an integral part of the continuum of mental health services for two-thirds of the population of the State of Maine. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals, as it has been continuously since 1955, and is approved for all Federal third-party reimbursement programs. The number of admissions in this fiscal year was 933.

During the fiscal year the Augusta Mental Health Institute continued to refine and improve programming tailored to the needs of the severely mentally disabled. The quality of life for patients who require extended hospitalization was enhanced through continued improvements to the wards and grounds, including recently completed outdoor recreational areas. Also, new facilities for the Adolescent Unit, Infirmary and Staff Development have been completed, including a videotape studio for use in group therapy and continuing professional education.

The specialized Admissions Unit has minimized the need for extended hospitalization enabling AMHI to maintain a median length of stay for Admissions of 15 days. Average daily inpatient population was 302.3.

For those patients requiring continued care, the diversity and quantity of rehabilitation programs were expanded in cooperation with other Human Service agencies. A more extensive quality assurance system has been under development, designed to improve communication and problem resolution as well as ensuring continued optimal levels of patient care.

PUBLICATIONS:

Structured Learning Therapy
The Adolescent Program at Augusta Mental Health Institute
Free to Individuals

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,682,675	7,583,365	69,488		29,822	
Retirement	1,370,966	1,352,927	12,904		5,135	
Computer Services—State	25,802	25,802				
Rents	2,305	2,305				
Commodities	272,610	251,067	13,362		8,181	
Grants—Subsidies—Pensions	268,212	188,491	79,969		—248	
Equipment	104,451	52,594	15,322		36,535	
Transfers to Other Funds	1,909		1,044		865	
Other Contractual Service	631,173	551,733	26,399		53,041	
TOTAL EXPENDITURES	10,360,103	10,008,284	218,488		133,331	

BANGOR MENTAL HEALTH INSTITUTE

MICHAEL J. DeSISTO, PH.D., ACTING SUPERINTENDENT

Central Office: Hogan Rd., Bangor *Telephone:* 947-6981
Mail Address: Box 926, Bangor, Maine 04401

Established: 1885 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34 M.R.S.A., Sect. 535

Average Count—All Positions: 524 *Legislative Count:* 535

Organizational Units:
Institute Services
Personnel
Clinical Services
Educational & Rehabilitative Services
Program Evaluation & Research

PURPOSE: The mission of the Bangor Mental Health Institute is to treat and restore to optimal mental, social, physical, vocational, and economic usefulness, citizens who require intensive 24-hour psychiatric services from Aroostook, Washington, Hancock, Piscataquis, and Penobscot Counties. These services are provided without regard to race, creed, color, sex, national origin, or ancestry.

The Bangor Mental Health Institute is charged with the treatment of the mentally ill for whom least restrictive settings are not appropriate. It is empowered subject to the availability of suitable accommodations, to receive and provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court, and accepts transfers from other hospitals for the mentally ill, both in and out-of-state, upon order of the Commissioner of Mental Health and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Bangor Mental Health Institute was established in 1885 as the Eastern Maine Insane Hospital at Bangor, administered by a Board of Trustees. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, which became the Department of Mental Health and Corrections in 1959. Its present name was established by the Legislature in 1973. Throughout most of its history, the Institute provided the only inpatient mental health services to the citizens of Northern and Eastern Maine. The development of Community Mental Health Services in the 1960's has made it possible for the Institute to redefine its role in the mental health system. The Institute had an original inpatient population of less than 200, and for many years, a population of over 1,000. The emphasis on short-term inpatient treatment has reduced the census to approximately 315.

BMHI is organized by specific functional treatment programs. These include an admissions unit which provides short-term acute care and crisis management, an intermediate term program for patients requiring psychiatric care up to six months, a community orientation program for patients preparing to leave the Institute, a forensic program for the treatment of persons found innocent by reason of mental disease, as well as persons referred from jails and correctional facilities, and the Program on Aging, a specialized geriatric program for persons who cannot be maintained in the community or in nursing homes.

A number of other services support these programs, including patient and staff libraries, rehabilitative programs, such as occupational therapy, physical therapy, and therapeutic recreation.

PROGRAM: In FY 81 the Bangor Mental Health Institute continued to serve as an integral part of the mental health system of the State. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals.

This fiscal year has seen a number of program changes and consolidations. These have included assuming sole responsibility for the operation of the Admissions Unit, formerly operated as the Joint Venture between the Institute and the local mental health center, and the elimination of the Hedin Hall Gestalt program. With the appointment of a new Superintendent, the Institute will conduct a long-range planning effort. This effort will focus on defining the mission and functions of the Institute in the mental health system and the development of the quality programs to meet these functions; the improvement of the quality of life for patients through the improvement of the therapeutic environment; the expansion of rehabilitation programs for the chronic mentally ill; and the development of criteria and mechanisms for linkages with providers of community mental health services.

Capital Improvements. During the fiscal year, BMHI continued Fire Prevention projects; placed detention screens on the C Wards; and made major repairs to the B&W Boiler and chimneys.

PUBLICATIONS:

Patient's Handbook—BMHI
BMHI Treatment Programs
The History of Hepatica Hill

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,523,146	6,482,303	19,780		21,063	
Retirement	1,171,863	1,166,984	1,494		3,385	
Computer Services—State	10,075	10,075				
Rents	12,716	12,716				
Commodities	210,054	205,658	3,754		642	
Grants—Subsidies—Pensions	83,315	83,315				
Equipment	45,831	37,355	8,476			
Transfers to Other Funds	402		202		200	
Other Contractual Service	529,848	529,848				
TOTAL EXPENDITURES	8,587,250	8,528,254	33,706		25,290	

CHARLESTON CORRECTIONAL CENTER

MARTIN MAGNUSSON, DIRECTOR

Central Office: Charleston, Maine *Telephone:* 285-3307
285-3308

Mail Address: Charleston, Maine 04422

Established: November 1980 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 211; *Citation:* 34 M.R.S.A., Sect. 535

Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15 Section 2611. Charleston Correctional Center is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1981 to assist in the alleviation of overcrowding in the main institution and to provide a greater degree of flexibility and progression in the State's Correctional System.

The two major programs at Charleston are public work restitution and vocational training. Inmates at Charleston have already been involved in several restitution projects for the surrounding communities. These are projects such as widening and lengthening the air field, constructing road signs and park benches in Dover-Foxcroft, assisting in the construction of athletic fields at the High School in Guilford and building fences at the cemetery in Charleston. The vocational training program has not been totally developed at this point, but will become an important aspect of the facility in the near future.

ORGANIZATION: The Charleston Correctional Center is located on the site of the former Charleston Air Force Base located in Charleston, Maine. The Charleston Correctional Center became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State is in the process of acquiring a 30 year lease for the facility. The Charleston Correctional Center is located within the administrative structure of the Maine Correctional Center, and the center has primary responsibilities for the facility's development. The Superintendent of the Maine Correctional Center reports to the Director of the Bureau of Corrections who in turn reports to the Commissioner of the Department of Mental Health and Corrections.

PROGRAM: The Charleston Correctional Center is responsible for the care, treatment, custody and security of inmates transferred to the unit. Charleston is a minimum security facility.

All inmates are classified by a Classification Board at the main institutions prior to their transfer to the Charleston facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Charleston facility. When the individual arrives in Charleston he appears before a Classification Board for further determination as to his programmatic requirements.

Dental: Necessary dental care is provided to an inmate in the main institutions prior to transfer to Charleston. When an inmate at Charleston requires emergency dental work, he is transported by a Corrections Officer to Dover Foxcroft for necessary treatment.

Alcohol Counseling: The local AA Chapter meets at the Charleston facility weekly. Inmates are welcome to attend and participate.

Religious Services: A local minister, Rev. Donald Davenport has volunteered his services as Chaplain. He provides counseling to inmates and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where inmates are provided the opportunity to participate in basketball, volley ball, weight lifting, bowling and there is a pool. There is also a softball field which is utilized extensively in the summer months.

Medical: There is no medical staff at the Charleston facility. Inmates with major medical problems are not transferred to Charleston. When an individual has a routine medical problem he is transported to St. Joseph's Health Clinic in East Corinth, Maine. When an emergency medical problem occurs the individual is transported to Mayo Regional Hospital located in Dover-Foxcroft, Maine.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	147,013	147,013				
Retirement	26,824	26,824				
Rents	142	142				
Commodities	26,374	26,374				
Equipment	23,164	23,164				
Other Contractual Service	45,543	45,543				
TOTAL EXPENDITURES	269,060	269,060				

OFFICE OF CHILDREN'S SERVICES

EDWARD C. HINCKLEY, CHILDREN'S SERVICES EXECUTIVE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191C; *Citation:* 34 M.R.S.A., Sect. 261

Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Office of Children's Services negotiates and administers contracts designed to purchase mental health treatment services for emotionally handicapped children. These services are purchased from residential treatment centers, community mental health centers, public school administrative units, and private non-profit community agencies; are directed at children up to age 18 (with the major emphasis being on school-age children); and consist primarily of prevention, early intervention, family support and residential treatment activities.

ORGANIZATION: The Office of Children's Services was created in 1973 with the closure of the Children's Psychiatric Hospital at Pineland Center. Consisting of one professional and one supportive position, its primary initial responsibility was to develop residential treatment facilities for the severely emotionally handicapped children who could no longer be served at this state institution. In 1978, the Office was separated from the Bureau of Mental Health and raised to the organizational level of a Division, with new responsibilities of technical assistance and planning for children's services in conjunction with the Bureau of Mental Retardation and the Bureau of Corrections. Concurrent with this change came increased emphasis in the development of mental health services that are less restrictive than residential treatment, and in interdepartmental coordination with the Department of Human Services and the Department of Educational and Cultural Services.

PROGRAM: Grants from the Office of Children's Services, Department of Mental Health and Corrections, for mental health treatment and related services to Maine children during 1980-81 totaled approximately $1,500,000. Programs thus supported fall into three general categories: Residential Treatment, Day Treatment, and Community Service projects.

Residential Treatment grants, representing the largest portion of expenditures, support mental health costs for approximately 150 emotionally or behaviorally handicapped children in 10 residential treatment centers. All but 6 of the children served are in Maine facilities. The costs of the other two components of these programs (special education and board-and-care) are supported by local school districts, which determine when such placements are appropriate and necessary.

Day Treatment programs, a more recent development in the provision of services to emotionally or behaviorally handicapped children, are usually operated through cooperative agreements between public schools and private agencies, on a regional basis. Serving children who can continue to live at home, with their natural or foster parents, the programs offer special education and mental health treatment components. In these programs, an important characteristic of the mental health activities is the emphasis on work with entire families—frequently in their homes during the day or evening—better to equip parents and other family members to support the child's development and improved behaviors. These programs served approximately 110 children.

The third category of Office of Children's Services grant—Community Services—represents a growing emphasis of the department. Attempting to focus on activities designed to prevent mental health problems in children, or to provide early intervention and support to children and their families who are "at risk" of developing emotional or behavioral problems, these grants to a variety of community agencies fund preschool activities, counseling for children and their families in home settings, coordinating of community services aimed at assisting children and adolescents, direct services to sexually abused or exploited children, and emergency shelters and therapeutic foster homes for handicapped children needing substitute care placements. In all cases, the Office of Children's Service grants are combined with other local, state or federal funds obtained by the agencies in question. Approximately 1,000 children received support from these programs.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Corrections.

BUREAU OF CORRECTIONS

DONALD L. ALLEN, DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 201; *Citation:* 34 M.R.S.A., Sect. 525

Average Count—All Positions: 726 *Legislative Count:* 748

Organizational Units:
Division of Probation and Parole
Maine State Prison
Community Correctional Services
Juvenile Court Intake
Maine Correctional Center
Maine Youth Center

PURPOSE: The Bureau of Corrections, within the DEpartment of Mental Health and Corrections, was established to return individuals committed to the Bureau's care to the status of full and free citizens, more able to cope with the normal expectations of the community in which they live. The Bureau is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Maine Youth Center, Division of Probation and Parole, and Juvenile Court Intake. The Bureau is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Mental Health and Corrections; to expend correctional institutional appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs; and the Bureau of Corrections, may provide or assist in the provision of correctional services throughout the State as authorized by Maine law. The Bureau is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: Prior to 1967, the State's penal and correctional institutions were autonomous units responsible directly to the Commissioner of Mental Health and Corrections. In 1967, the Legislature established the Bureau of Corrections to administer these units, and, in 1969, a Division of Probation and Parole was created to administer Probation and Parole services. With a small administrative staff, the Bureau requires support and assistance from other bureaus of the Department of Mental Health and Corrections.

PROGRAM: The Bureau has 3 main focuses to its program.

Community Corrections. Since 1975, the Bureau of Corrections has been successful in its effort to secure funds to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, chairtable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

Correctional Training Program. The 108th session passed into law, with the Bureau's support, mandatory training for all correctional officers working in municipal, county, and state correctional facilities. The Bureau coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, 1981

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Bureau is taking to develop program and services which are needed by the youth of the state.—Free

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Bureau is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1977

The Standards were compiled by Bureau of Corrections with input from Maine Chief's Association, numerous sheriff's departments and other agencies.—Free

County Jail Inspection Reports—1980

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CORRECTIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	108,140	37,671	—525		70,994	
Retirement	19,201	6,433	393		12,375	
Computer Services--State	29,204				29,204	
Commodities	8,653	1,263			7,390	
Grants—Subsidies—Pensions	302,700	197,177			105,523	
Equipment	42,584				42,584	
Transfers to Other Funds	9,582		187		9,395	
Other Contractual Service	798,721	666,897	5,000		126,824	
TOTAL EXPENDITURES	1,318,785	909,441	5,055		404,289	

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT
JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents

Central Office: 119 Mallison St., So. Windham *Telephone:* 892-6716
Mail Address: 119 Mallison St., So. Windham, Maine 04082

Established: 1919 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 205; *Citation:* 34 M.R.S.A., Sect. 811

Average Count—All Positions: 148 *Legislative Count:* 150

Organizational Units:
- Care & Treatment Unit
- Custody & Control Unit
- Pre-Release Centers
- Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison, Maine Youth Center and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of such inmates shall be made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent shall have supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Men's Correctional Center in 1967 when it was placed under the Department's newly-created Bureau of Corrections. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correction Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was perpetrated while attempting to retain the most effective services of both programs. By Statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

Education Program. This program has a teacher-principal and one academic teacher who is State funded, and two academic teachers who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for example: Consumer Education, Career Awareness, Developmental Reading and Distributive Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are nine Vocational Trades Instructors, five (5), of whom are State paid and four, of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, industrial stitching and a job developer position. Courses in meat cutting and home economics are also offered.

Classification Committee. This Committee utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Progran. and housed either at the Center or a pre-release or a county jail, or may be granted short-term residential release under the supervision of Division of Probation and Parole. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

Each week an evaluation is done on each resident by each staff member in the housing areas and the resident signs the evaluation once he has seen it and discussed the evaluation with the staff person. These evaluations are used to determine if the resident is ready to move on to another living area. This system allows both staff and residents in a living area to evaluate their relationship and points the direction the resident should take enabling further program development. A special treatment unit has been established to house residents who are unable to function in the Center's main population for various reasons. The various dormitories, cell block, cottage areas and pre-release units allow the institution to have a head count of 191.

The Southern Maine Community Correctional Center (male pre-lease unit) has proved invaluable to the over-all program of the Center and serves as a work-release, education-release unit with a bed capacity of 30.

The Central Maine Pre-release Center was established in the Stevens building of the former Stevens Correctional Center in Hallowell on May 30, 1979. Presently it provides adtional housing for selected inmates in pre-release status with a capacity of 33.

The Charleston Correctional Center was opened in November, 1980, at the former site of the Charleston Air Force Base in Charleston. It is functioning as a minimum security unit and has a current capacity of 28.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,564,003	2,450,124			113,879	
Retirement	459,242	439,295			19,947	
Computer Services—State	1,091	1,091				
Rents	3,058	2,979			79	
Commodities	184,135	175,673	306		8,156	
Grants—Subsidies—Pensions	25,161	11,141	1,800		12,220	
Buildings and Improvement	44,392	44,392				
Equipment	29,513	22,848	2,001		4,664	
Transfers to Other Funds	1,349		11		1,338	
Other Contractual Service	497,469	494,330			3,139	
TOTAL EXPENDITURES	3,809,413	3,641,873	4,118		163,422	

DEVELOPMENTAL DISABILITIES OFFICE

RONALD S. WELCH, DIRECTOR, BUREAU OF MENTAL RETARDATION
JOHN GREENE, Planning Coordinator

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34 M.R.S.A., Sect. 2614

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Bureau of Mental Retardation is designated as the sole agency of the State to establish and administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under the provision of PL 95-602 "Amendments to the Developmental Disabilities Services and Facilities Construction Act of 1978"

ORGANIZATION: The Bureau of Mental Retardation was designated as the Administering Agency for the Developmental Disabilities Council by Title 34, Section 2614 of the Maine revised statutes.

PROGRAM: The Bureau of Mental Retardation develops, jointly, the statewide plan for the Maine Planning and Advisory Council on Developmental Disabilities. The Bureau is responsible for the implementation of the plan and administration of any grants or contracts related to the operation of the Council. Council staff are provided by the Bureau through its parent organization, the Department of Mental Health and Corrections.

Ninety days after the close of the 1st regular session of the 110th Maine Legislature, the role of administering agency will be assumed directly by the Department of Mental Health and Corrections.

FINANCES, FISCAL YEAR 1981: 34 M.R.S.A. Sect 2614 Paragraph 2 provides that expenditures of the Developmental Disabilities Council, which amounted to $253,264 in FY 1981 shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded the previous fiscal year.

EDUCATION AND MANPOWER DEVELOPMENT OFFICE (MH & C)

FRANK G. O'DONNELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1978 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191E; *Citation:* 34 M.R.S.A., Sect. 262

Average Count—All Positions: 3 *Legislative Count:* 1

PURPOSE: As established by Department of Mental Health and Corrections Policy No. 6, the purpose of this office is to insure the training and manpower development of Departmental employees so that they can more effectively and efficiently perform their work responsibilities.

ORGANIZATION: As outlined in the Department's Policy #6 issued on May 1, 1978 the Coordinator of Education and Manpower Development is charged with the responsibility of rendering, with the aid of Advisory committees, professional training, education and career development services for the Department. This position also functions as a coordinator for training programs of various organizations affecting the department and serves to manage training and manpower development activities overall. The Coordinator reports to the Associate Commissioner for Programs and is responsible for all manpower development and training activities.

From the original designation of one individual as Coordinator of Education and Manpower Development, the unit has evolved and developed into a number of related training and manpower development programs. For example, the unit is responsible in a supervisory sense for the Governor's Mental Health Manpower Commission, the Boarding Home Training Project, the Career Mobility Project, the Primary Care Training Project, and the Two Percent Technical Assistance Program being operated in conjunction with community mental health centers. The unit currently has, in addition to the Coordinator, a Secretary/Administrative Assistant and an individual who functions as a Project Director for the Manpower Commission and the Career Mobility Project.

PROGRAM: The Mental Health Career Mobility Project through the University of Maine has assessed the educational, training and career development competency needs of workers who provide direct care to the mentally ill (Mental Health Workers I-III) with special attention given to matching employee skill/knowledge needs with the needs of the chronically mentally ill. The project activities include such things as comprehensive career ladders for the State's two Mental Health Institutes and for community agencies, course and workshop offerings and career counseling. This project was funded ($149,577) by the National Institute of Mental Health.

The Department of Mental Health and Corrections and the Department of Human Services are collaborating on a Primary Care Provider Project to improve mental health services for Maine citizens living in rural areas. To provide effective remedial treatment for individuals struggling with mental problems and alcohol and drug abuse, a model training program is being developed for primary care health providers in Aroostook County. The training is being administered, in cooperation with the staff of Aroostook County Mental Health Center and has the financial backing of the National Institute of Mental Health.

The Manpower Development Unit has developed a working relationship with the Political Science Department of the University of Southern Maine to sponsor a political science intern interested in public administration. The candidates are screened by the University Program Coordinator and are assigned to work with staff two days per week for the entire semester. No costs are incurred by the Department.

A group comprised of staff from the Veterans Administration Center-Togus, the Department of Mental Health and Corrections, mental health organizations and representatives from law enforcement agencies have formed an ad hoc group to make recommendations for training programs for law enforcement officers on handling mentally disordered individuals. Issues being addressed are: a) Procedures for voluntary, non-voluntary commitments; b)

Methodologies in screening, release, aftercare services; c) Authority, responsibility for service providers; and 2) Statutes, policies that indicate actions to be taken.

A supplementary proposal to the State Manpower Development program was funded ($48,182) by the National Institute of Mental Health which addressed the training needs of boarding home operators in Maine. Boarding homes increasingly are serving the needs of chronically ill and former institutionalized patients without the prior benefit of training in appropriate areas such as dealing with chronically ill clients, effects of psychotrophic medications, and community support systems. The goal of the Boarding Home project is the creation of a formal training linkage between professional mental health care providers such as Community Mental Health Centers and boarding home operators. It is expected that the cadre of trainers will continue to be a resource for boarding home operators.

The FY 1981 2% Technical Assistance Program continues the process initiated for FY 80. In essence, this process involves a collaborative effort between the Maine Department of Mental Health and Corrections and the Maine Council of Community Mental Health Centers (CMHC) in developing and implementing a technical assistance program for Maine Community Mental Health Centers. The areas targeted for technical assistance to CMHCs in Maine for FY 81 are as follows: organization, management of the delivery of mental health services to unserved and underserved groups; development of effective needs assessment for services, planning, quality assurance and evaluation programs; administrative and fiscal management and MIS; particular training needs of Long-Term Care Facility operators in areas related to caring for former mental health patients; and governance board training.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

ELIZABETH LEVINSON CENTER

JOHN B. LARRABEE, DIRECTOR

Central Office: 159 Hogan Rd., Bangor *Telephone:* 947-6136
Mail Address: 159 Hogan Rd., Bangor, Maine 04401

Established: September 23, 1971 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34 M.R.S.A., Sect. 2634

Average Count—All Positions: 63 *Legislative Count:* 64

PURPOSE: The Elizabeth Levinson Center was established to foster behavior that maximizes the human qualities of the retarded individual while increasing the complexity of his behavior and assisting him to cope with his environment. The center is responsible for providing care, treatment and training for the severely and profoundly mentally retarded, subject to policies established by the director of the Bureau of Mental Retardation. The center admits individuals between the ages of two and eighteen from any area of the State, referred through Regional Offices of the Bureau of Mental Retardation.

Long-Term Training is provided to residents who entered the Center prior to 1973, and for whom alternative community placements have not yet been developed. Contracted Training provides time-limited program development in specified areas as agreed upon by parents, referring agencies and Center staff for up to six months duration. Short-Term Evaluation provides an opportunity for complete evaluation and program development to help individual clients function in the community. Respite Care is a service provided for families to give them a break from the responsibilities and care of raising a retarded child at home. Community Service, on a referral basis, is also provided.

In cases where continued placement at home is not possible, Center staff assist community Bureau of Mental Retardation staff in locating appropriate alternative placements. All programs involve parent or foster parent training in order to enable the caretakers of the child to continue his education and training in the community.

The Center continues to serve as a valuable resource in quality training and preparing staff for local and statewide service to the developmentally disabled.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Corrections. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: During FY 81, the Elizabeth Levinson Center continued efforts to change its staffing patterns and policies to reflect a developmental model rather than one of custodial or medical care. New admissions/discharge policies enabled the Center to serve more clients in need for shorter periods of time.

The Center provided the following services to the number of clients indicated:

Respite Care (including Emergency Respite Care)	91 clients
Foster Home Placement and Support	9 clients
Short-Term Evaluation Programs (S.T.E.P.)	5 clients
Child Development Center Evaluations	0 clients
Contracted Training	9 clients
Long-Term (non-admitted since 1977)	18 clients

Center staff have been actively involved along with groups of concerned citizens from the Bangor area in developing a private Intermediate Care Facility (ICF/MR), a facility for young adults, and six-bed group homes for developmentally disabled children and adults. The Center assists with training and orientation in these homes.

The Center successfully placed 5 clients in foster homes, which it supports fiscally and programmatically. Although the Center continues its support to twelve clients in foster homes, a concerted effort by Regional staff and community agencies needs to come into play by FY 82 for continued success. Recruitment, training, and financially supporting foster homes continues to be a frustrating and arduous task.

The transitional school program operated by the Center completed its 5th successful year. Graduates from this program continue to move into public school-sponsored classrooms, permitting additional Center residents to participate in this valuable program area. A new program for serving disruptive clients has begun as the result of State needs reflected in the past years; with major building renovations accomplished and fervent staff retraining programs.

Through this school program the residents attend weekly swimming sessions at the YMCA, wekly luncheon trips to local restaurants, weekly grocery shopping and food preparation activities, as well as traditional communication education, and skill training.

The Center has completed its 3rd very successful year of an Adaptive Therapeutic Swim Program for over twelve clients. This program has shown marked achievement in improving gross motor coordination and ambulation of several clients. This program also demonstrates a unique and encouraging cooperative effort on the part of the Center and several community agencies.

One deaf-blind client has received the benefits of a weekend and vacation one-to-one tutor from a grant funded by the New England Regional Center for Deaf-Blind Children.

Activities of note include successful bi-annual staff Re-Orientation weeks, in-service training for Bureau and Center staff, provision of in-house orientation and training, providing and sponsoring community in-services, seminars, and workshops outside the agency, increased Center involvement in public school staff training (The Elizabeth Levinson Center co-sponsored a training program with the University of Maine, Orono, Special Education Department), and planning of several important seminars with UMO for staff dealing with the severely and profoundly retarded client.

This Center continued its involvement in professional education by offering practicum placement for more than fifty students from colleges in the U.S. and Canada. The Center received more than six-hundred (600) visitors during the year, including groups and individuals.

PUBLICATIONS: Free brochures:

Elizabeth Levinson Center Brochure
Family Care Training Homes For the Severely Retarded
Service Guide for Volunteers

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	736,764	736,764				
Retirement	137,141	137,141				
Computer Services—State	276	276				
Rents	1,875	1,875				
Commodities	17,670	16,227			1,443	
Grants—Subsidies—Pensions	18,119	18,119				
Equipment	11,944	7,315	3,051		1,578	
Transfers to Other Funds	40				40	
Other Contractual Service	55,459	52,633			2,826	
TOTAL EXPENDITURES	979,288	970,350	3,051		5,887	

OFFICE OF JUVENILE INTAKE (MH & C)

EDMUND J. TOOHER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: July 1, 1978 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 237J; *Citation:* 34 M.R.S.A., Sect. 1592

Average Count—All Positions: 26 *Legislative Count:* 26

PURPOSE: The Division of Juvenile Court Intake was established to provide a uniform statewide process for screening juvenile cases referred by law enforcement agencies for formal adjudication proceedings. Through the screening/investigative process, Intake Workers determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. Intake Workers are also responsible for screening detention requests by police to determine if it is necessary for a youth, when initially arrested, to be detained in a secure detention facility. In addition, Juvenile Court Intake is responsible for the emergency placement of runaways. To facilitate immediate response in the areas of detention and interim care of runaways, Intake Workers are on call 24 hours a day, 7 days a week.

ORGANIZATION: The Division of Juvenile Court Intake was created in 1978 as a division of the Bureau of Corrections within the Department of Mental Health and Corrections. The staff is comprised of 21 Intake Workers, four clerical employees, and one Director, all in classified State service. As no supervisory staff, other than the Director, was allocated by the Legislature, Intake Workers are currently under the administrative structure of the Division of Probation and Parole.

PROGRAM: The Division of Juvenile Court Intake received 4,875 referrals for court action during FY 1981. Of these, 1,943 or 39.9% of all referrals were informally adjusted. Informal adjustment is a voluntary written agreement between the juvenile, parents and Intake Worker, for a period of up to six months, during which time the juvenile and parents agree to abide by certain conditions. During this period, Intake Workers act as "brokers of service" with other agencies who have expertise in a specific area in which the juvenile is in need of assistance. Examples of conditions of informal adjustment include agreements to participate in drug counseling programs, to enroll in remedial reading programs, to make monetary restitution and to perform public service work. During FY 1981, those juveniles participating in Intake supervised restitution programs throughout the state returned approximately $25,177 to victims or charities and performed approximately 4,487 hours of public service work.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $568,656 in FY 81 and are, by administrative decision, included with those of Division of Probation and Parole.

BUREAU OF MENTAL HEALTH

MICHAEL J. DeSISTO, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1959 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34 M.R.S.A., Sect. 2001

Average Count—All Positions: 1,103 *Legislative Count:* 1,125

Organizational Units:
Mental Health Advisory Council
Interstate Compact on Mental Health

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Corrections, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. Mental Health Advisory Council acts in an advisory capacity to the Commissioner in the development of the State Mental Health Plan and in the appointment of the Director of the Bureau of Mental Health.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Corrections appoints, subject to Personnel Law and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. Over the past ten years this has involved a reduction of the populations of the mental health institutes by two-thirds, and the establishment of a community mental health system in eight regions around the State. This reduction in the level of institutional care has been maintained, with an improvement in the quality of services in the institutes.

Mental Health goals and objectives are contained in the State Mental Health Plan, a five year plan which was published in August 1978, and is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the content of the plan. Present goals include maintaining and improving the quality of the comprehensive system, which includes institutional and community components, especially in its ability to serve the chronic mentally ill, children and adolescents, and the elderly. This will be accomplished through the continued cooperation of the various components of the delivery system.

LICENSES, PERMITS, ETC.:

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Community Health & Counseling Services
3. St. Michael's Center, Bangor
4. Blue Hill Memorial Hospital, Inc., Blue Hill
5. The Homestead Project, Inc., Ellsworth
6. Kennebec Valley Mental Health Center
7. Motivational Services, Inc., Augusta
8. Kennebec Valley Regional Health Agency, Waterville
9. Kennebec-Somerset Home Aide Services, Waterville
10. Tri-County Mental Health Services
11. Family Advocacy Council, Auburn
12. Elan One Corporation, Poland Springs
13. Maine Medical Community Mental Health Center
14. Area V Mental Health Board
15. Western Maine Counseling Service, Bridgton
16. Shalom House, Inc., Portland
17. Ingraham Volunteers, Portland
18. Community Health Services, Inc., Portland
19. Community Counseling Center, Portland
20. Little Brothers Association of Greater Portland
21. The Spurwink School, Portland
22. Sweetser Children's Home, Saco
23. York County Counseling Services, Inc.
24. Bath-Brunswick Mental Health Association
25. Center for Being, South Harpswell
26. Mid-Coast Mental Health Center
27. Bancroft North, Owls Head

All of these programs have received licensing and the Bureau of Mental Health has visited each program. A report on each licensing site visit is available from the Bureau.

PUBLICATIONS:

State of Maine Mental Health Plan
Mental Health Plan Annual Review and Progress Report, 1979, 1981
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol
Available to interested individuals by contacting:

Bureau of Mental Health
Room 411, State Office Building
Augusta, Maine 04333

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	157,746				157,746	
Retirement	27,576				27,576	
Rents	1,657				1,657	
Commodities	1,830				1,830	
Grants—Subsidies—Pensions	116,620	116,620				
Buildings and Improvement	—810				—810	
Equipment	2,692				2,692	
Transfers to Other Funds	194				194	
Other Contractual Service	6,330,006	6,139,314			190,692	
TOTAL EXPENDITURES	6,637,511	6,255,934			381,577	

BUREAU OF MENTAL RETARDATION

RONALD S. WELCH, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34 M.R.S.A., Sect. 2611
Average Count—All Positions: 894 *Legislative Count:* 921.5

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are also available to mentally retarded citizens and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated Statewide program for the mentally retarded. The Bureau also serves as liaison, coordinator and consultant to the several State departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian for mentally retarded citizens in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969 and operates with a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Management Analyst, and clerical support in the central office. The Bureau is responsible for the operation of the Pineland Center located in Pownal, the Elizabeth Levinson Center located in Bangor, and the Aroostook Residential Center located in Presque Isle. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private agencies. For purposes of administration, the State has been divided into six regions with Regional Administrators employed in each region. Community social services are also provided in each region to develop and monitor day activity and sheltered workshop programs, boarding and nursing home programs. These regional teams function as a fixed point of referral to assist individuals in obtaining services, to assist agencies in securing finances and developing programs, and to review all cases referred to and from institutions, and to provide direct habilitation services to clients. The Bureau of Mental Retardation also provides an early intervention program for severely disabled infants and children living in Southern Maine at the Infant Development Center located in South Portland.

PROGRAM: Coordinated by the Bureau of Mental Retardation, the Regional Administrators provide technical assistance to various agencies to develop community programs. The Community Social Services staff function as individual advocates and a point of referral to and from the institutions, resulting in a reduction of referrals to the institutions and a reduction in the number of individuals returning to the institution from boarding and nursing homes.

Regional staff people have been working with public and private agencies to fill gaps in services for the mentally retarded on a local basis. The prime emphasis for this year has been to assure that formerly institutionalized persons are provided necessary community services, and that mentally retarded persons do not encounter the risk of unnecessary institutionalization.

LICENSES, PERMITS, ETC.:

Certification of Six Bed Boarding Home for the Mentally Retarded
Quality Assurance Standards for Day Treatment Programs

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services
Directory of Programs for Mentally Retarded
Guide to Development of Group Homes
Guide to Development of Foster Homes
Standards for Programs Serving the Mentally Retarded
Pineland Consent Decree (Appendices A&B)

Statutes Governing the Bureau of Mental Retardation
ICF/MR Rules and Regulations Principles of Reimbursement
ALL FREE

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,948,340	1,787,632	15,023		145,685	
Retirement	341,498	313,294	2,639		25,565	
Computer Services—State	9	9				
Rents	48,183	48,183				
Commodities	21,828	16,766	—225		5,287	
Grants—Subsidies—Pensions	2,483,441	2,282,429	8,700		192,312	
Buildings and Improvement	153	153				
Equipment	22,536	9,644	6,635		6,257	
Other Contractual Service	813,862	761,094	24,362		28,406	
TOTAL EXPENDITURES	5,679,850	5,219,204	57,134		403,512	

MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office: 103 South Street, Bath *Telephone:* 443-4251
Mail Address: 103 South Street, Bath, Maine 04530

Established: February, 1866 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the shelter and care of children of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care, potential or actual abuse or neglect, or family crisis and upheaval, preference being given to the children of veterans of Maine who have served in the various wars in which the United States has been engaged. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864, near the close of the Civil War, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. It was then located in a small house on Walker Street in Bath and had an enrollment of two children. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1869, the Trustees purchased the current residence on the corner of South and High Streets from William Rogers for $10,000. Due to increased requests for admission from throughout the State, the Legislature, in 1873, granted the Orphan's Association $15,000 and the Home became a dual institution. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare, and in 1939, it was transferred to the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959.

PROGRAM: During FY 81, the average daily number of children in residence at the Military and Naval Children's Home was 17. The children attend the Bath public schools, are active in community programs, go to summer Y camp, have their friends visit, work around the community cutting lawns and generally live as they would in their own homes, except that the family that they are living in is a larger one. The Home and its staff serve as parents and guardians of the children, providing for all their usual needs such as dental care, medical services and everything that a family provides for its children.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	158,466	158,466				
Retirement	25,605	25,605				
Commodities	4,677	4,677				
Equipment	1,921	1,921				
Other Contractual Service	12,267	12,267				
TOTAL EXPENDITURES	202,936	202,936				

STATE PAROLE BOARD

ROBERTS J. WRIGHT, CHAIRMAN
PETER J. TILTON, Acting Secretary

Central Office: Room 411, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 208; *Citation:* 34 M.R.S.A., Sect. 1551

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision and formulate policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. When the Department of Institutional Services became the Department of Mental Health and Corrections in 1959, the Board was placed within the Department. In 1967, a Division of Probation and Parole was created within the Department's Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. The Board elects its own chairman and meets at least bimonthly and may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged.

Maine State Parole Board Action
Annual Report
Fiscal Year—1980/1981

Paroled	26*
Paroled & Discharged	6
Denied	33
Continued (Resolved)	7
(Pending)	2
Total Parole Eligible	74
Early Discharge Requests	13
Others	45
Total Cases Heard	132

During the fiscal year 1980/1981, the Parole Board met a total of 12 times and considered a total of 132 cases; 74 were inmates eligible for parole consideration; 26** Parole Violators; 4 Early discharges were granted; and 2 cases were continued pending further evaluation or eligibility.

* Includes 2 cases paroled to a warrant.

** Includes 1 Parole Violator found not in violation and returned to his original status.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,227	15,227				
Retirement	1,786	1,786				
Commodities	38	38				
Other Contractual Service	7,116	7,116				
TOTAL EXPENDITURES	24,167	24,167				

PINELAND CENTER

GEORGE A. ZITNAY, SUPERINTENDENT

Central Office: Pineland Center, Pownal, Maine *Telephone:* 688-4811
Mail Address: Box C, Pownal, Maine 04069

Established: March 6, 1907 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34 M.R.S.A., Sect. 2632

Average Count—All Positions: 743 *Legislative Count:* 716

Organizational Units:
Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Social Services
Medical Support Services
Business Services
Psychological Services

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. All residential admissions to Pineland are in accordance with the Judicial Certification process (Chapter 229, M.R.S.A., §2659-A). Medical Admissions to Benda Hospital, an acute care facility for mentally retarded persons in need of medical or dental treatment (including post-operative care) are made in accordance with §2662 for as long as the specified care is needed. Clients may also be admitted for time-limited stays when in need of Respite Care or Emergency Restraint. The center provides residential and program services, diagnostic and evaluation services, and education and training for staff from Pineland and the community. Pineland offers specialized medical, dental, physical therapy, occupational therapy, communications, recreational, psychological, and summer camping services on both a residential and a day treatment basis. Unique genetic counseling services and specialized laboratory facilities are also offered.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble-Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the Department of Institutional Service. In 1957, the School was renamed Pineland Hospital and Training Center. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the center was placed under its Bureau of Mental Health until 1970 when it became part of the Bureau of Mental Retardation. The institution received its present name, Pineland Center, by legislative action in 1973.

PROGRAM: During fiscal year 1980-1981, Pineland Center achieved its goal of reaching substantial compliance with Appendix "A"—Pineland Center Standards, a class action consent decree signed by the State of Maine on July 14, 1978. The population of Pineland has been reduced to under 350 residents. A safe, healthy environment in which residents are encouraged to develop their abilities to cope with the world around them is provided. Improvements in residential units provide personalized and home-like living quarters. Most of the facility is certified as ICF/MR with a number of small living units being designated as Group Homes. Program services for the mentally retarded residents continue to expand. A comprehensive program center in the newly renovated Commons Building opened in June 1981, and provides developmental training in ADL skills, prevocational and preacademic skills, gross motor and fine motor skills, and socialization skills for community living. The services of trained professionals in physical therapy, occupational therapy, communications, and recreation are available at this new program site. Other programs continue to operate at Berman School, the Adult Learning Center, the Geriatric Program, the Open Classroom, Perry Hayden Day Activity Center, the Learning Cooperative, Soucy gymnasium and pool, and the Leisure Center. In addition, most residents participate in the Camp Tall Pines summer activity program at the camp in Poland Springs. Added staff training opportunities were offered by the Staff Development Department. The Associate Degree program for staff that is affiliated with the University of Maine continues. Intensive study and planning has gone into the development of an Apprenticeship Program slated to begin in July of 1981. The "interface" of residential and professional staff, begun in April of 1980, has improved the staff to resident ratios, providing increased programming for residents. Pineland is participating in the Pilot-Survey Program for Health-Related Facilities Serving Developmentally Disabled Individuals of the Joint Commission on Accreditation of Hospitals. This survey will be conducted late in 1981. Outpatient and day services provided to community mentally retarded and developmentally disabled clients continue to expand.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	9,347,987	9,303,966	24,758		19,263	
Retirement	1,692,857	1,684,613	4,552		3,692	
Computer Services—State	3,906	3,906				
Rents	8,210	8,180	30			
Commodities	274,171	265,863	5,152		3,156	
Grants—Subsidies—Pensions	203,914	198,658	240		5,016	
Buildings and Improvement	33,248	774	32,474			
Equipment	71,021	69,008	1,847		166	
Transfers to Other Funds	1,232		1,012		220	
Other Contractual Service	656,344	593,619	62,207		518	
TOTAL EXPENDITURES	12,292,890	12,128,587	132,272		32,031	

DIVISION OF PLANNING (MH & C)

FRANK SCHILLER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191P; *Citation:* 34 M.R.S.A., Sect. 262

Average Count—All Positions: 8 *Legislative Count:* 6

PURPOSE: The purpose of the Division of Planning is to assist Departmental managers in developing and maintaining programs, plans, policies and procedures which reflect Departmental philosophy in providing an effective, integrated system of services. In fulfilling this purpose, the Division has four major responsibilities:

1. Producing and coordinating Institutional, Bureau and Departmental plans or reports required by State or Federal authorities;
2. Providing ongoing systems development assistance, management information and program evaluation or audit data collection and analysis services;
3. Providing technical assistance in grantsmanship and resource development and in the development, coordination and administration of research projects;
4. Providing staff services to special projects or functions such as council and task force assignments, legislative activities, interdepartmental linkages, state-federal liaison and intradepartmental projects.

ORGANIZATION: The Division of Planning was created in the Department of Mental Health & Corrections in late 1977 with gubernatorial authorization. This development was part of a general Departmental reorganization which also included the creation of an Office of Children's Services.

The Division of Planning is organized into 3 functional units which parallel its responsibilities, including planning and program development, evaluation and research and information system services. The Division organization also includes administrative responsibility for Community Support System development project, focused upon improving support for the chronic mentally disabled. Other special revenues, such as information system resources, are also administered by the Division of Planning as programmatically appropriate.

PROGRAM: The Bureaus of Mental Health, Mental Retardation and Corrections as well as the Office of Children's Services were each assisted by staff assignments from the Division of Planning during the year.

Mental health program aspects included: development of commitments of HUD Section 202 and Section 8 resources for community residential programs, provision of assistance and information regarding elements of community support systems, coordination of improved Medicaid reimbursement provisions for MH clinics, organization of several client and family support groups, assistance in summarizing implications of the federal mental health systems act and organization of a statewide series of public forums. Most of these activities, as well as routine processing of community mental health client characteristics data, are reflected in the 1980-85 State Mental Health Plan. The Division maintains operations of the automated Mental Health Institute Information System and initated several enhancements during the year. Division staff made significant contributions to the refinement of the community mental health program definitions and contracting mechanism. A 1981-86 Mental Health plan was developed in May-July 1981.

Corrections functions included development of several technical reports on the State Prison, facility and program plans for the new Charleston minimum security prison, population projections for the Corrections system, development of data and narrative for the annual juvenile code report and assistance to the MYC Weatherization Skills Training and Employment Project. Manpower and capital improvement needs were addressed in developing and implementing plans to convert some institutions to wood heat.

The Division of Planning program also included involvement in the ICF-MR development process. Division staff provided programming and technical assistance in the implementation of the new MR client information system, MR-FORM. Other program activities included legislative assistance, work on Long-Term Care and Maternal and Child Health Task Forces, the IDC-Residential Group Care Committee and the Cumberland County Sexual Abuse Treatment Evaluation Committee.

PUBLICATIONS:

Dependent upon the supply of printed copies, the following publications are available free:

State Mental Health Plan, 1981-86
Juvenile Code Evaluation Report
Juvenile Delinquency Prevention Plan
Community Counseling Center Sexual Abuse Treatment Program Evaluation
MSP Staffing Analysis
MSP Classification Manual
Community Support System Year II Final Report, 1/81
CSS Year III Management Plan

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

STATE PRISON

PAUL K. VESTAL, JR., WARDEN
LARS HENRIKSON, Deputy Warden
JOSEPH SMITH, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 206; *Citation:* 34 M.R.S.A., Sect. 551
Average Count—All Positions: 220 *Legislative Count:* 249
Organizational Units:
Bolduc Unit
Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor Mental Health Institute called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The prison was assigned to the department's Bureau of Corrections in 1967.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Bureau of Corrections.

PROGRAM: Coming out of the lockdown ordered by Governor Brennan, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with the prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies have been instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitary and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a newly hired Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. Social workers have increased in number to three to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. Substance abuse as a major treatment problem has been recognized and addressed by staff. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer imvolvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. The prison's Bolduc MSU houses about 75 inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses about 25 inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,011,309	3,985,120			26,299	—110
Retirement	853,462	848,831			4,629	2
Computer Services—State	1,680	1,680				
Rents	18,797	18,526				271
Commodities	363,221	320,373	2,042		564	40,242
Grants—Subsidies—Pensions	79,436	86,440	—7,004			
Buildings and Improvement	4,689	4,689				
Equipment	34,355	34,313	573			—531
Transfers to Other Funds	2,041		—11		405	1,647
Other Contractual Service	800,163	747,626	8,115		9,033	35,389
TOTAL EXPENDITURES	6,169,153	6,047,598	3,715		40,930	76,910

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, ACTING DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 237; *Citation:* 34 M.R.S.A., Sect. 1592

Average Count—All Positions: 64 *Legislative Count:* 67

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole. The Division is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence and pre-parole investigations for the institutions, and the handling of adult and juvenile interstate compact cases for other states. The director of the Division serves both as administrator of the Uniform Interstate Compact of Juveniles and of the Uniform Act for Out-of-State Parolee Supervision. The director also appoints district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967 as a division of the Bureau of Corrections within the Department of Mental Health and Corrections. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

PROGRAM: The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations and recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the department of Mental Health and Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Probationers and Parolees

Probationers		Parolees
Adult	Juvenile	Adult
2,900 (approx.)	800 (approx.)	260 (approx.)

Total Under Supervision: *3700
(6/30/81) 6/30/81 3,700 (approx.)

*These figures include probationers and parolees being supervised under Interstate Compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,102,634	1,102,634				
Retirement	190,946	190,946				
Computer Services—State	49	49				
Rents	45,874	45,874				
Commodities	5,339	5,339				
Grants—Subsidies—Pensions	26,118	26,118				
Equipment	743	743				
Other Contractual Service	141,536	141,536				
TOTAL EXPENDITURES	1,513,239	1,513,239				

PROGRAM SERVICES DIVISION (MH & C)

TIMOTHY P. WILSON, ASSOCIATE COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191S; *Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 19 *Legislative Count:* 15

PURPOSE: The position of Associate Commissioner for Programs was created by Legislative action in 1976. In the event of a vacancy in the office of the Commissioner or during his absence or disability, the Associate Commissioner for Programs is responsible for performance of his duties and has the same authority as provided in law for the Commissioner.

Major goals and responsibilities were related to quality assurance and program development aspects of departmental operations. The opening of a new corrections facility, activities related to a major corrections court suit by inmates, as well as a broad spectrum of legislation exemplified activity areas.

ORGANIZATION: In December 1980, the position of Associate for Programs was filled. It had previously been vacant for over a year. In addition to statutory responsibilities, the filling of this position led to designation of a program services division by the Commissioner. Related activities involved legislative liaison, administrative supervision of Planning, Advocacy and Manpower Development, coordination of legal activities of Assistant AG's and coordination of various program development activities.

PROGRAM: Through periodic group and individual meetings with Bureau Directors, the Associate Commissioner for Programs identified and resolved various departmental operations issues, particular client or program needs and priorities, necessary personnel actions and fiscal issues. Site visits to various departmental institutions provided a greater level of Central Office and facility collaboration on program priorities and general administration. Based upon continued contact with various federal administrators, the Associate Commissioner for Programs disseminated information on potential fiscal and/or regulatory changes and their implications.

PUBLICATIONS:

See Planning Division
Manpower Commission Report

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

PUBLIC INFORMATION OFFICE

RALPH LOWE, PUBLICITY REPRESENTATIVE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 1911; *Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The primary responsibility of the Office of Information and Volunteer Services is to inform the public and the news media as to policies, practices, decisions and remedial programs available to Maine citizens, and to coordinate the largest public volunteer system in state government. Besides issuing its own informational releases and feature material, the office assists the news media by frank and prompt responses to inquiries, assists the news media in its contacts with departmental decision-makers, advises departmental staff in handling news media requests for information and schedules news conferences and news briefings when departmental actions require public explanation. The office also assists departmental staff in answering questions from the public, legislators and legislative committees, other agencies, consumer groups, advocacy groups, community-based organizations and specialized publications.

Through its volunteer services coordinator, the office sponsors a yearly special honors recognition ceremony, involving special citations by the Governor and Commissioner to assure public awareness and appreciation for volunteer hours on behalf of the thousands of clients served by the department. It maintains monthly orientation and strategy meetings with the Volunteer Chiefs in each of the institutions operating under the direction of the department, and is chief consultant to a community-based volunteer group, the Alliance for Community Mental Health, which supports self-help groups for families and friends of the mentally ill, former patients, as well as sponsoring self-help seminars on mental health problems.

Since the department relies on community involvement in implementing its goal of maximum normalization for developmentally disabled citizens, through its Volunteer Services, the office seeks to heighten the sense of community and to develop a cooperative effort among all the peoples of Maine by allowing for the fulfillment of human needs through shared experiences. Volunteer Services works to establish an effective system of voluntary efforts, which supplement and support the ongoing services provided to departmental clients. A myriad of volunteer opportunities exists within the department's institutions and in Maine communities: socialization, recreation, celebration, group projects, religion, administrative, self-help and helping, returning to the community, education, arts/crafts/humanities, advocacy and transportation.

The office creates and distributes bulletins, booklets and brochures describing remedial services of value to the public. In addition, the office assists with the department effort to obtain public opinion and experience relating to its mental health plan, its correctional policies, its de-institutional and after-care practices. This is done through liaison with advisory groups, ad-hoc committees, public forums, hearings, seminars. Further, the office assists in alerting the public to departmental legislation, distributes testimony to news media and legislative committee members, helps sponsors with explanatory material and helps monitor legislation which affects the department and the clients in its responsibility.

The office maintains an inter-departmental information function for employees and supervisory people to enhance the sense of cohesiveness and understanding in each unit toward the mutual goal of better health and correctional services throughout the mental health-mental retardation-corrections system.

The office provides advice and assistance to the Community Mental Health Centers' informational effort across the state, coordinating private and public sectors in efforts to reach the public with valuable guidance to needed services. The office performs consultant duties with key boards and commissions, including the Governor's Mental Health Advisory Council, The Maine Developmental Disabilities Council, Maine Committee on Problems of the Mentally Retarded, the Pineland Consumer Advisory Board, the Citizens Advisory Committee of Hallowell. The office also serves with the Governor's Public Information Advisory Committee.

ORGANIZATION: The Office of Information and Volunteer Services consists of three staff positions: a Director of Information and Public Affairs; a Volunteer Services Coordinator; and a Graphic Arts and Production Lay-Out Coordinator.

PROGRAM: Among the accomplishments of the Office of Information and Volunteer Services for the year were many involving statewide implications. The handling of all state and national media coverage, through a special information center at Thomaston, of the successful lockdown operation at Maine State Prison, accompanied by numerous briefings, news conferences, photo opportunities and interviews occurred during FY 81.

The creation and distribution of the original theme, "Mental Health/Keep It in Mind", was a keynote slogan to aid the department in calling public attention to Maine's mental health plan and the problems of mental illness. The office also was involved in the planning for and staging of a special departmental Volunteer Recognition Ceremony in the Hall of Flags at the State House to honor all DMH&C volunteers, in the largest volunteer network in state government, as well as the creation of special achievement awards for outstanding volunteer efforts in the individual and group categories covering mental health, mental retardation and corrections. Further the office coordinated the first annual Dr. William Schumacher Distinguished Lecture Series on Mental Health, featuring "A Day with John Talbott", and participated in the development of a system-wide DMH&C volunteerism policy statement. The office was also involved in the development of a program format and participation in community workshops, called "Coping with Family Crisis", to be held, repeatedly, throughout Maine. To date workshops have been held in Bethel and Orland.

The office facilitated the compilation and design of a survival skills handbook for Mental Health and Mental Retardation clients. Further, the office designed and implemented a community volunteer reading tutorial program for the Maine Youth Center Aftercare clients (in conjunction with Lit. Vol. of Me). Also the office facilitated the efforts of Bowdoin College students in the compilation of pertinent materials for a Handbook on Criminal Justice which is to be published. Another involvement during FY 81 included the facilitation of an ongoing collaboration between Cooperative Extension Services and the Community Mental Health Centers to provide nutrition education for Mental Health and Mental Retardation clients living in Maine communities.

The office assisted with the Maine Youth Center community education effort in the design of an informational brochure for the Maine Youth Center, the development of program agenda for Project Sharing and the establishment of the York County Task Force on Youth. Further the office served as liaison between departmental institutions and the community, to help in the fostering of understanding of clients and their needs. In addition, the office expanded the distribution of "Mentor", a departmental publication by and for employees of the department, containing items of system-wide interest, employee profiles, art work, photos of departmental activities, informational pieces, job and career information, tips on departmental energy conservation, messages from the commissioner and guest columnists and special recognition of employee achievement at work and in their private lives.

During FY 81, the office expanded the distribution of its daily News Summary, edited early each day for key staff, concerning vital issues facing the department and enabling quick response to editorial or citizen criticism or misconception of policy and practice among the divisions within the mental health-mental retardation-corrections system.

The office maintained a rotating visual feature board which traveled among the nine institutions within the department. The informational exhibit highlighted employee activities and helping-the-public-projects involving the employees in the system, to assist in keeping them aware of new ideas and the on-going efforts to provide ever-more effective 24-hour remedial services for the clients and residents charged to the responsibility of the department. Further, the office created Newsboards in Central Office and each institution to enable employees to see the full texts of departmental news releases, statements, letters and memoranda of policy, legislative testimony, announcements, volunteer activities and other significant items relating to the department. Lastly, the office produced monthly Community Bulletin Board Public Service Announcements, alerting the public to services and rights available, through the department, to developmentally disabled citizens, plus citizen input meetings, hearings and forums organized by the department or the boards and commissions associated with the department.

PUBLICATIONS:

Volunteer Services Brochure
"Mental Health: Keep It In Mind" Sticker
Be On Your Guardianship Brochure
Mentor Magazine
Good Practices Booklet
Mental Health Services Directory
Maine's Licensing Program in Mental Health Pamphlet
Governor's Mental Health Manpower Commission Status Report
Maine Mental Health Plan
Maine Corrections Master Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
ALL ARE FREE

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
E. BRUCE CAMPBELL, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 772-7434
Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: March, 1853 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 204; *Citation:* 34 M.R.S.A., Sect. 2712

Average Count—All Positions: 226 *Legislative Count:* 231

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1959, the School was renamed the Boys Training Center, and in 1967, it was assigned to the Department's Bureau of Corrections. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: During the past year, the Maine Youth Center continued to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting. Several new programs were implemented and others expanded so as to continue to provide a comprehensive coeducational institution.

Pathfinder Program. The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography, and biology.

Diagnostic Services. In accordance with the statutes of the State of Maine the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports—Social Summary, Psychological Evaluations, and Psychiatric Evaluations—were submitted to the requesting court on particular clients. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year that this service has been offered to the courts. Hopefully, the future will find a greater array of community agencies providing such services, thereby diminishing the Center's responsibility in this area.

Volunteer Services. The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, worship services, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for clients on leave and jobs for clients in the community.

Literacy Volunteers. During the past year, 20 additional community volunteers have been trained. In addition, one Maine Youth Center client has become a Literacy Volunteer. There have been over 50 clients who have received individual reading help since the inception of this program. This help is given two or three times a week during the client's length of time here. Three tutor training workshops as well as several in-service workshops have been conducted this past year for the continued education of volunteers in the field of reading.

Foster Grandparents. This year our grandparents have increased to nine and provide psychological testing, interviewing, cottage friendships, sewing, knitting, art, fly tying and model building.

Substance Abuse. The Social Services Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. There are long-range plans being acted upon to qualify one cottage as a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Volunteer Recognition. The volunteers of the Maine Youth Center were recognized at the Second Annual Mental Health and Corrections Awards held in the State House on April 30th, where Governor Brennan presented awards in the following categories: 1) The overall individual award in the field of corrections for work with groups, individuals, and programming; 2) Two individual honorable mentions for their efforts in providing individual counseling; 3) The Literacy Volunteers were awarded the group award.

The awards event, again, focused on the very necessary place volunteers have at the Maine Youth Center. Volunteers working in groups or individually with clients on an active basis, total 78. Beyond these active volunteers, at least another 35 persons in communities are ready to assist when called upon by the Center. Further, it must be noted, that 210 groups and individuals contributed this year to the Christmas request to help the holidays at the Center be a warm and meaningful one for the clients. This list includes churches, businesses, service clubs and individuals throughout the entire State of Maine and represents a rich deposit of friendship for the Maine Youth Center and its clients.

Community Awareness and Public Relations. A total of seventy meetings were held by the Maine Youth Center at high schools, junior high schools, churches, and service clubs throughout the State of Maine. The purpose of these meetings was to help communities to receive returning Maine Youth Center clients. Maine Youth Center clients participated in many of these community awareness programs.

Work Release Program. During the past year several clients were selected to participate in the Maine Youth Center's Work Release Program. These opportunities are made available through the good will of several local businesses as well as the Cumberland County CETA Program.

The Maine Youth Center was, again, a CETA based work site employing upwards to 25 clients in various jobs. The Maine Youth Center has received a YCCIP grant to employ 20 youths throughout this year in various on-grounds jobs. This grant is targeted to end in September.

Work Experience. The Weatherization grant awarded to the Maine Youth Center through the State Employment and Training Council drew to a close on May 29th. The program enrolled forty-two clients, with thirty-two completing the training and being placed in employment sites throughout the State. Due to a lack of funding, the program will not be continued.

Care, Custody and Security. This department which encompasses cottage life, control units, intensive care units, the Hayden Special Treatment Unit has, during the past year, continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the Center's care. The new Security Unit is complete and is being used. We are using the converted unit as a medium security building for the females committed to the Center.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling, and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff through this active participation have become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, off-ground movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to insure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded co-educational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions, and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs. This program continues to be housed in the old Intensive Care Unit area i.e. the control-infirmary building. As soon as funds are released to the Center, we will transfer this program to the new security building.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component, and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions, and family therapy sessions. During the past year, the Hayden Unit has extended its services to a number of students on an out-patient basis. It is important to note that the Hayden Treatment Unit extended its services to the female component via an out-patient basis approach. The Hayden Unit Team also provides consulting services to the treatment team of the female cottages.

The Security Treatment Unit was a recently implemented program which deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this Unit is made for a minimum period of six weeks in which effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner. This program is presently housed in one-half of the new security building. The entire program was transferred from the Cottage 9 Unit into the new more secure unit in October, 1981.

The security of the institution continues to be bolstered by the use of the security station and gate.

Staff Development. The objective of training and staff development at the Maine Youth

Center is to provide employees at all levels with job knowledge, skills and abilities which will enable them to perform effectively and with confidence in fulfilling their responsibilities to meet the institution's goals. The prime mode of treatment embodies the concepts of Reality Therapy and it is incumbent on every employee to understand and become deeply involved in this program to effectively apply the principles of Reality Therapy and meet the needs of the clients. Staff training in the application of the concepts of Reality Therapy involves the creation of awareness and the development of skills, through which professional and effective relationships with clients can help them become responsible for their choices of behavior and accept the natural consequences as the result of those choices.

The effort is being made to develop staff and increase their effectiveness in carrying out the complex functions and duties necessary in the operations of the Maine Youth Center to bring about positive changes in the clients committed to its care, in the belief that within its resources it can return its clients to the community with a more positive attitude about themselves and a greater sense of responsibility toward all positive elements of society.

Business Services and Plant Operations. The eight operating units comprising Business Services and Plant Operations include the business office, storeroom, food service, personnel, laundry services, tailor shop, building maintenance and grounds maintenance. As support services, these units have as their basic goal to provide the best possible service to the students and employees of the Center and to provide those services through cost effective measures which are in the best interest of the state.

Clients are utilized in the building and grounds maintenance, laundry and food services in an effort to teach them good work habits and a sense of responsibility. Some of the services provided which deal directly with the students are Canteen operations, clothing, food services training and work assignments. Involving students in these services also provides program involvement and interest by staff of support services.

Rehabilitative Services. During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychosocial needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person. This has entailed working closely in an integrated fashion with the other departments, teams, committees and aftercare workers of the Center. Utilization of volunteer workers was perhaps the salient example of the effective restructuring and channeling of activities. For a relatively small psychological unit, the Center established a high standard in terms of quality and quantity of work accomplished.

In 1979, the Vocational Rehabilitation (V.R.) Unit, consisting of a counselor and secretary, was headquartered at the Portland Regional Office. Maine Youth Center coverage is one phase of that counselor's caseload. There is a statewide emphasis by Vocational Rehabilitation to serve the severely handicapped. This results in most of the V.R. clients being served from the Hayden Unit of the Maine Youth Center which tends to have youths with more severe problems. Diagnostic and evaluative services have been rendered for those referred, and further services have been supplied by the V.R. office in the area in which the youth resides, once he/she returned home. The process to serve those youths who are evaluated and found in need of Vocational Rehabilitation services and to overcome physical, emotional or intellectual impairments of a substantial nature, and therapy rendering them able to reach a vocational goal is effected by these services.

Worship Services. Worship was offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses were offered on Friday afternoons.

Social Services Division. The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake-orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff, and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception

Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents, and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continued to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintained contact with families and community organizations of residential students during their stay. They provided a constant communications link between the Maine Youth Center and the communities.

The Social Services' effort to provide all parties with timely and relevant information has been hampered by rising transportation costs. To counter this problem, linkages between community resources and volunteer agencies have been further developed to provide a more community corrections approach.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations. The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the Interns and university student volunteers have been organized and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

The supervisors and the students from St. Franics, St. Joseph's, the University of Southern Maine and the graduate counseling programs, are providing much educational experience to the selected students.

The provision of medical and dental services for admitted and Hold for Court clients was determined following the physical and dental examinations by Robert Hackford, M.D. and Murray Bolduc, D.M.D. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with respective physician until care was completed. Pineland Hospital and Training Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, was stressed by the Medical Department. Medications and treatments were administered as prescribed by our attending physician, who visited each week for one half day. Appointments were set up by the dental hygienist who X-rayed and charted each client's dental care, stressing the importance of proper oral hygiene and instructions when applicable. Oral surgery appointments were made with Dr. Raymond Label, with follow-up by our own dentist. Emergency root canal work was arranged through Dr. Woollett's office and, again, with follow-up here.

Education. The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the expressed function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population—both male and female. Title I ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a half-time coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Education Program (IEP). During the past year the Center utilized a Career Education program through participation as a demonstration site in a Maine Occupational Information Coordinating Committee (MOICC) project, highlighted by use of the Guidance Information System, a computerized program.

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings, and a discipline procedure based on Reality Therapy.

In an effort to help teachers become even more effective in working with remedial and reluctant learners, the Maine Youth Center is involved in the third of a five-year Teacher Corps Youth Advocacy project, under the sponsorship of the University of Maine in Orono, which will provide teachers with massive in-service educational opportunities.

The Center's Department of Physical Education, Recreation, and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing, and in-cottage contests. Aside from regular involvement in outdoor activities, staff have been fully trained to participate in mountain climbing and canoeing. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,329,155	3,192,800			136,355	
Retirement	588,678	564,438			24,240	
Computer Services—State	1,594	1,594				
Rents	6,595	5,123			1,472	
Commodities	92,145	87,536			4,609	
Grants—Subsidies—Pensions	28,527	5,842	—1,000		23,685	
Equipment	29,893	27,218	17		2,658	
Transfers to Other Funds	1,791	4	18		1,769	
Other Contractual Service	347,681	287,717	965		58,999	
TOTAL EXPENDITURES	4,426,059	4,172,272			253,787	

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MELVIN BOUTILIER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34 M.R.S.A., Sect. 2613

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the director of the Bureau of Mental Retardation. The Maine Committee on Problems of the Mentally Retarded also gives advice and consent to the Commissioner of the Department of Mental Health and Corrections in the appointment of the Director of the Bureau of Mental Retardation and in the setting of his salary, subject to the approval of the Governor. They also give advice and consent to the Commissioner to appoint and set the salary of the superintendent of Pineland Center.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who shall designate a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Maine committee meets on a monthly basis. This committee serves as an advisory committee to the Director of the Bureau of Mental Retardation on such issues as guardianship for mentally retarded persons, legislation to be submitted to the Maine Legislature, policies, programs and services affecting the retarded, budgets, etc.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Corrections.

MAINE MUNICIPAL BOND BANK

ALFRED A. PLOURDE, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: Community Drive, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In November, 1980, a bond offering was issued for $11,105,000 which helped a total of twelve governmental units finance their capital projects. In June, 1981, another bond offering was issued for $16,020,000 which helped a total of seventeen governmental units finance their capital projects. Both issues were rated Aa by Moody's and AA by Standard & Poor. Concurrently, with the bond issues, the Maine Municipal Bond Bank assists governmental units, especially the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1981: The State accounting records for FY 81 do not contain any accounts assigned to this unit. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acted upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provided technical assistance to a number of municipalities. Other services include: records storage, fumigation, and selected microfilming projects. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.:

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1981: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MUNICIPAL VALUATION APPEALS BOARD

VACANT, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: 51 Water Street, Hallowell *Telephone:* 289-2615
Mail Address: Statehouse Sta. #87, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 30 M.R.S.A., Sect. 291
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: Originally established in 1969, the Municipal Valuation Appeals Board consisted of five members appointed by the Governor, for three year terms. Two members were to be former town assessors, who served at least five years in that capacity; two had to be former city assessors with a minimum of five years experience and one had to be other than a town or city assessor. As revised by the Legislature, the Board is now composed of one former town assessor, one former city assessor, two persons with prior experience in appraisal of real and personal property, and one person "who shall represent the public." All former assessors and appraisers were required a minimum of five years experience. This 1980 legislative revision will result in the first major turnover in the makeup of the Board since its establishment in 1969.

PROGRAM: Twelve appeal requests were approved during the past year by the Municipal Valuation Appeals Board. Two reductions in state valuation were granted without hearings following joint requests by the Property Tax Division and the municipalities. Two reductions were granted by unanimous board action following hearings. There were no appeals by municipalities charged by the Property Tax Division with failure to maintain mandated standards of assessment ratios or assessment quality. In each instance where the State claimed standards had not been maintained, the municipality agreed to undertake corrective measures.

Improvements in assessment techniques were noted at all hearings, even those involving small towns with part-time assessors. While all 1979-80 hearings were held at the Municipal Valuation Appeals Board quarters in Hallowell, there were indications that towns and cities in Aroostook and Washington counties will request a resumption of hearings in those regions.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,434	14,434				
Retirement	1,693	1,693				
Rents	2,980	2,980				
Commodities	404	404				
Other Contractual Service	3,580	3,580				
TOTAL EXPENDITURES	23,091	23,091				

NEW ENGLAND BOARD OF HIGHER EDUCATION

SENATOR RICHARD PIERCE
CHAIRMAN OF MAINE DELEGATION—
ASSISTANT MAJORITY LEADER, MAINE STATE SENATE
HAROLD RAYNOLDS, JR.
Member of Maine Delegation—Commissioner, DECS

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Regional Office: 68 Walnut St., Wenham, Mass. 01984
Established: 1955 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20 M.R.S.A., Sect. 2752
Average Count—All Positions: 27 *Legislative Count:* 0

PURPOSE: The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Regional Student Program, New England Council on Higher Education for Nursing (NECHEN), research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, and finally, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 82 is as follows:

Senator Richard Pierce, Assistant Majority Leader, Maine State Senate
(Chairman of the Maine Delegation)

Harold Raynolds, Jr., Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
To be appointed, representative of the House of Representatives
Alonzo Garcelon, D.D.S., Augusta
Donna Brown Evans, ED.D., Bangor, Treasurer
Rosalyne Bernstein, Portland
Another to be appointed

PUBLICATIONS:

Facts about New England Colleges
  A compilation of up-to-date commonly used statistics
Connection
  A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community
New England Board Annual Report
New England Regional Student Program Enrollment Report
Maine Residence and Migration Report 1975-1976
New England Regional Student Program Offerings (Undergraduate)
New England Regional Student Program Offerings (Graduate)
Inflation, Enrollment, and Public Policy Issues 1979
New England Higher Education and the Economy Commission Prospectus and Issues Reports

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JOINT SELECT COMMITTEE ON DECOMMISSIONING OF NUCLEAR GENERATION FACILITIES

HAVEN WHITESIDE, LEGISLATIVE ASSISTANT
ROBERT FLEWELLING

Central Office: Statehouse, Augusta, Maine *Telephone:* 289-2486
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 417; *Citation:* P&SL 1979 Chap. 59

PURPOSE: The Committee was formed by the 109th Legislature to study the safe and proper decommissioning of nuclear power generating facilities in Maine, including: the need, available procedures, the cost and methods of financing decommissioning. The result is to be a report to the 110th Legislature including draft legislation.

ORGANIZATION: The Committee held an organizational meeting July 17, 1980 and chose Senator Dana C. Devoe and Representative Richard Davies as co-chairmen. Members included all members of the Joint Standing Committee on Public Utilities, plus the following: Horace S. Libby, PUC Representative; Elwin Thurlow, Maine Yankee Representative; Alan A. Philbrook and Samuel Humpert, Public Representatives.

PROGRAM: Further meetings following the July 17, 1980 organizational meeting were delayed by the nuclear referendum and the November elections, so legislation was enacted (P&SL, C. 13) extending the reporting date of the Commission's findings to December 2, 1981.

FINANCES, FISCAL YEAR 1981: Expenditures in FY 81 were approximately $625 from the Legislative Account.

(OFFICE OF) COMMISSIONER OF PERSONNEL

DAVID W. BUSTIN, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631
Average Count—All Positions: 35 *Legislative Count:* 35
Organization Units:
Merit System Division Administrative Division
Employee Relations Division (See also Governor's Office of Employee Relations unit reported under the Executive Department).

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State and to provide a modern and comprehensive system of personnel administration in which positions, essentially alike in duties and responsibilities, are treated alike in pay and other personnel processes, and that fair and equal opportunity is afforded to all qualified citizens of the State to secure State employment on the basis of merit and fitness.

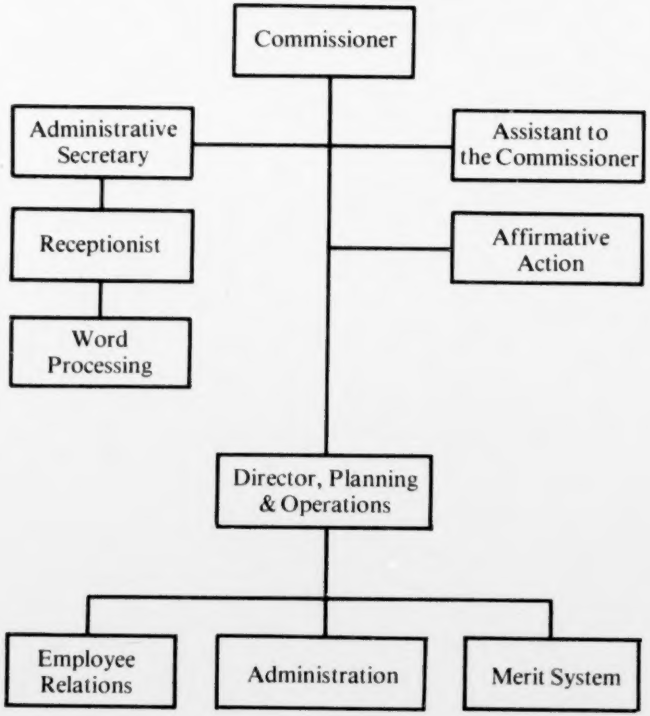
Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. Term of the Commissioner is coterminous with that of the Governor or until a successor has been appointed and qualified.

In April 1977, the former Classification and Compensation Division was merged with the Examination Construction Branch of the then Career Management Division, and a Merit System Division established. Record keeping and office administration functions formerly under the Career Management Division were combined with data processing and training functions and an Administrative Division was established.

In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL
UMB 60


Commissioner
Administrative Secretary
Assistant to the Commissioner
Receptionist
Affirmative Action
Word Processing
Director, Planning & Operations
Employee Relations
Administration
Merit System

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
(OFFICE OF) COMMISSIONER OF PERSONNEL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	482,467	481,812	655			
Retirement	85,324	85,229	95			
Computer Services—State	50,737	50,737				
Rents	3,714	3,196			518	
Commodities	10,391	10,096	28		267	
Equipment	10,779	3,766			7,013	
Other Contractual Service	109,204	73,331			35,873	
TOTAL EXPENDITURES	752,616	708,167	778		43,671	

All functions are now accomplished through the following divisions:

The Administrative Division is responsible for recruitment, examination administration, maintenance of registers (job referral lists), maintenance of records (manual and automated), budget preparation, training (both pre-admission and post-admission and general office management functions.

The Merit System Division is responsible for job analysis, examination construction and validation, maintenance of the classification plan, application review and evaluation, research and research publication, employee relations, administration and revision of Personnel Law and Rules, collective bargaining advice and support, and review of legislation.

The Employee Relations Division is responsible for the negotiation and administration of contracts, employee relations programs and policies, for representing the state in bargaining unit determinations, prohibitive practice issues and similar proceedings, and for representing the state in Courts of Law.

PROGRAM: FY 1981 marks the 44th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. Furthermore, until present day, the purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The long-range goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State service agencies. Immediate goals/objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State service agencies.
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented and referenced to job analysis findings.
5. Continue to explore full and efficient use of electronic data processing.
6. Continue to improve communications with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and content validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity and affirmative action in the public service.
9. Continue to explore the "decentralization" of certain personnel functions now performed only by this department.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

Merit System Division. Activities and accomplishments of this division, by functional organization, are:

Job Analysis Branch: This branch administers a classification and job evaluation system which includes approximately 14,000 positions assigned to 1,465 classified and unclassified jobs. It also constructs and validates examinations, prepares recruitment bulletins, and performs job analysis functions for position classification. The branch has received federal grants to automate test construction and validation. This automation will be integrated with an automated applicant tracking system to provide an efficient and effective means to develop job related examinations and identify and eliminate any adverse impact these selection devices may have on protected groups. This past year, software packages and training were developed in preparation for the establishment of an automated test item bank. Work was also completed on automating the job analysis process. This electronic data processing capability has improved the quality of examinations and will significantly expedite the development process. It will also provide valuable information for AA/EEO purposes, as applicants are "tracked" through the examination and selection processes.

Research Branch: This branch performs research functions in support of management programs and policies initiated or administered by the department and provides technical and staff assistance to the collective bargaining process. During FY 1981 this branch: drafted legislation to correct inconsistencies of Personnel Law; researched and wrote an informational pamphlet on Veterans Preference for Maine State employment; served on and made research contribution to management bargaining teams for the Coalition, Institutional Services, State Police and Supervisory Units; provided technical assistance to user agencies on matters which required explanation or clarification of policy, rules and regulations; reviewed and analyzed legislation dealing with merit system administration, collective bargaining and retirement; and completed and returned survey questionnaires submitted by other states and jurisdictions.

Administrative Division. Activities and accomplishments of this division, by functional organization, are:

Examination Branch: This branch schedules all qualified applicants for the examinations required for placement on class registers and administers these examinations in Augusta and outside testing locations. During FY 1981 this branch: scheduled state examinations for the 12,668 applicants found qualified for classified service positions. Of this number, 6,765 were scheduled for a written examination, 318 were scheduled for a structured oral examination, 56 were scheduled for a skills performance test and 1,107 were scheduled for experience and training evaluations. 1,154 applications were reviewed to validate qualification for appointment to the non-competitive division of the classified service, and 72 applications associated with reclassification actions in the competitive division were processed. Mass testing was scheduled and conducted at Portland, Bangor and Presque Isle once every three months. 1,246 applicants were tested at these sites during this reporting period.

Certification Branch: This branch maintains class registers containing the names of persons who have established eligibility for state employment (by competitive examination) and certifies persons from these registers to state agencies and departments for their consideration. It also notifies these persons of their examination score used for placement on these registers. During FY 1981 this branch: processed 2,597 agency requests to fill vacancies in the classified and unclassified services. 1,778 certifications (including referrals of additional names) were made from class registers. A total of 8,938 persons were referred by these certifications and from this number of referrals, 856 promotional and initial appointments were made, 66 reemployments were made, 79 transfers were made, 28 demotions were made and 11 persons were reinstated from layoff.

Records Branch: This branch maintains the employment records of active state employees (all classified and most unclassified employees) and authorizes all changes to employment status and compensation initiated by their employing agencies. During FY 1981 this branch administered a system (developed jointly by it and the Bureau of Accounts and Control and Central Computer Services) to automate verification of the July 1, 1980 salary adjustments.

Employee Relations Division. FY 1981 was a year in which the State moved forward with the second collective bargaining agreements for 8 of the State's 9 bargaining units. The 1 remaining unit (Institutional Services Unit) involved only the reopening of certain provisions of the agreement for FY 1981. Division staff was involved heavily with all State agencies regarding the implementation of these agreements. Representatives of many operating and staff agencies cooperated with and supported these efforts. The grievance and arbitration case load increased significantly during the year.

Negotiations commenced in November of 1980 with the Maine State Employees Association for agreements to succeed those which would expire on June 30, 1981. Negotiations were conducted on a coalition basis for the four non-supervisory units and separate discussions were held for the Supervisory Services bargaining unit. In April 1981, these five units represented by MSEA proceeded to mediation and, unable to reach a final agreement, the parties entered the fact-finding process established by law.

In the State Police Unit (Troopers, Corporals and Sergeants in the Maine State Police) represented by the Maine State Troopers Association, an agreement was reached for a two year period beginning July 1, 1981 and expiring June 30, 1983. In the Institutional Services Unit represented by the American Federation of State, County and Municipal Employees, an agreement was reached in May covering the period from July 1, 1981 through June 30, 1983.

The Division also represents the State Board of Education under the University of Maine Collective Bargaining Law in negotiations with the Maine Teachers' Association, the bargaining agent for the faculty and administrators in the Vocational-Technical Institutes. Negotiations for a successor agreement in these units began in January 1981 and no final agreement has been reached as yet, with negotiations continuing.

The Division was involved in various proceedings before the Maine Labor Relations Board, including unit classification hearings to determine public employee status, several prohibited practice complaints involving charges of discrimination, interference and the confidential pay bill passed by the Legislature. Also, the Division's legal staff represented the State in several Superior and Law Court proceedings.

Equal Employment Opportunity and Affirmative Action Services. All activities of the Department of Personnel directed towards establishing and promoting AA/EEO within Maine State Government are reported in this segment. During FY 1981: the EEO-4 statistical report for FY 1980 was compiled according to federal requirements and submitted to the Equal Employment Opportunity Commission; program activities were coordinated with Affirmative Action Officers in all state agencies; complaints of discrimination were investigated and resolved. Appropriate counseling was provided to management, employees, and applicants; agencies continued development and implementation of affirmative action plans in accordance with specific requirements designed to ensure adequate EEO analysis and the establishment of meaningful goals and timetables; and a Personnel Rule change was proposed to expand certifications where there is under-utilization or adverse impact of a particular group. The rule was taken to public hearing and ratification is pending.

PUBLICATIONS: The following publications may be obtained through the Department of Personnel:

State of Maine Personnel Rules ($1.50)
Maine State Government Salary Schedule ($13.00 plus update sheets at 10¢ ea.)
Maine Performance Appraisal Program ($7.00)
A Summary of Classes Continuously Open to Application (Free)
Non-Competitive and Labor Classes (Free)
How to Apply (Free)
The Oral Exam and You (Free)
RCL (Registration, Certification, Licensure) Guide (Free)
Career Opportunity Bulletins (Free)
Veterans Preference in Maine State Service (Free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) COMMISSIONER OF PERSONNEL (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	482,467	481,812	655			
Retirement	85,324	85,229	95			
Computer Services—State	50,737	50,737				
Rents	3,714	3,196			518	
Commodities	10,391	10,096	28		267	
Equipment	10,779	3,766			7,013	
Other Contractual Service	109,204	73,331			35,873	
TOTAL EXPENDITURES	752,616	708,167	778		43,671	

STATE PERSONNEL BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1937 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Personnel Board was established in 1937 to administer the state's merit system law, otherwise known as the Personnel Law. The Board was then empowered to prescribe or amend rules and regulations relative to: eligible registers; classification of positions; compensation plans; examinations for admission to the classified service; provisional, emergency, exception and temporary appointments; probationary period; transfer; reinstatement; demotion; suspension; layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; inservice training; service ratings, certification of payrolls; and enforcement and investigations concerning the state's Personnel Law. In 1975, the 107th Legislature vested these same powers in the Commissioner of Personnel and altered the purpose of the Board to one of deciding appeals of classification and rendering advice to the Commissioner of Personnel relative to the State's personnel system. Effective April 1, 1979, the authority of the Board to hear classification appeals was modified to exclude all appeals filed by employees covered by collective bargaining agreements.

ORGANIZATION: The original Personnel Act of 1937 provided for a three-member Personnel Board and a Director of Personnel, appointed by the Board, in whom was vested the responsibility for the administration of the law. In 1953, the membership of the Board was expanded to five to include an employee's representative and a state department head. A 1975 revision repealed these special membership requirements, making the Board an all-public body comprised of five members, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on Labor and confirmation by the Legislature. One member of the Board is designated by the Governor to serve as chairperson. Appointments are for a term of four years or until a successor is appointed and qualified.

PROGRAM: During FY 1981, the State Personnel Board met four times. Four denials of reclassification were appealed to the Board by employees who were excluded from the collective bargaining process. Two of these appeals were withdrawn, and two were heard and decided.

An informational and statistical report on the Performance Appraisal System for the annual period ending June 30, 1980, was prepared by the Board and submitted to the Commissioner of Personnel and the Maine Legislature's Joint Standing Committee on State Government.

PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the State Department of Personnel.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,299 in FY 81 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

PLUMBERS' EXAMINING BOARD

DONALD C. HOXIE, EXECUTIVE OFFICER
PHYLLISMAE VIOLETTE, Secretary

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Sunset Termination Scheduled to Start by: June 30, 1982
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401
Average Count—All Positions: 2 *Legislative Count:* 1

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

ORGANIZATION: The Board functions through the Department of Human Services and directly through the Director of the Division of Health Engineering who serves as Executive Officer. The Board consists of the Executive Officer, one Journeyman Plumber, one Master Plumber and a consumer. They attend three meetings a year to go over the upcoming exams and make changes. The exams are now given three times a year, (January, May, & September), therefore, there are at least three meetings a year to discuss and draw up the forthcoming exam.

PROGRAM: It is assumed that by examination and licensing plumbers, a class of artisans will be developed that will result in a reduced health hazard by proper installation of plumbing. In FY 81, three examinations were held for Journeyman and Master Plumbers. A total of 309 persons were examined, 120 passed. During the year there were 345 trainees and 233 apprentices (578 total) registered. Licenses were issued for 123 corporations, 1180 Journeyman, and 1287 Master Plumbers. The number of licenses issued from year to year vary, as the licenses for masters and corporations are due in even years and journeyman licenses due in odd years. Four investigations were made for violations, two were prosecuted.

LICENSES, PERMITS, ETC.:
- License:
  - Corporation
  - Journeyman
  - Master
- Registration:
  - Trainee Plumber
  - Apprentice

PUBLICATIONS:
- List of licensed Master and Journeyman plumbers (free)
- Rules and Regulations (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	37,740		37,740			
Retirement	6,530		6,530			
Computer Services—State	582		582			
Rents	1,344		1,344			
Commodities	1,669		1,669			
Transfers to Other Funds	1,834		1,834			
Other Contractual Service	15,558		15,558			
TOTAL EXPENDITURES	65,257		65,257			

PROBATE LAW REVISION COMMISSION

JOHN B. ROBERTS, CHAIRPERSON
MERLE W. LOPER, CONSULTANT

Central Office: c/o H.D. Osgood, 95 Exchange St., Portland *Telephone:* 773-8013
Mail Address: c/o H.D. Osgood, 95 Exchange Street, Portland, Maine 04010

Established: October 3, 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 403; *Citation:* 1973 P&SL, Chap. 126

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

ADVISORY COMMITTEE ON MAINE PUBLIC BROADCASTING

EDWARD E. WINCHESTER, General Manager MPBN

Incoming WATS: 1-800-432-7831
Central Office: Alumni Hall, Univ. of Me., Orono *Telephone:* 866-4493
Mail Address: Alumni Hall, Univ. of Me., Orono, Maine 04469

Established: 1963 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 406; *Citation:* 20 M.R.S.A., Sect. 2601

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Maine Public Broadcasting is rooted in the legislation which established the Maine Public Broadcasting Network. Private and Special Law, Chapter 247, passed by the 100th Legislature, is entitled "An Act Providing for Construction of a Public Broadcasting Network for the State of Maine and the Issuance of not Exceeding One Million Five Hundred Thousand Dollars of State of Maine Bonds for Financing thereof."

Section 1 of the act, entitled, "Committee on Public Broadcasting", states "There is created an Advisory Committee on Public Broadcasting for the purpose of facilitating the development of public broadcasting in this State. The Advisory Committee on Maine Public Broadcasting shall consist of seven members to be appointed by the Governor with the advice and consent of the Council"...."One member of the Committee shall be a representative of the State Department of Education, one member of the Committee shall be a representative of the University of Maine, the remaining members shall be citizens of the State of Maine."..."Members of the Committee shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties."

Section 3 of the act, entitled "Powers and Duties," states, "The Advisory Committee on Public Broadcasting is empowered and authorized to act as follows: to make such recommendations to the Trustees of the University of Maine as it deems necessary relating to the appointment of professional, clerical, and other assistants, location of public broadcasting stations, and construction and equipment of said stations; to give its advice to the Trustees of the University of Maine for the public broadcasting programs to be transmitted by the network.

The Governor alone now appoints the members of the committee, since the Executive Council has been abolished.

ORGANIZATION: Initially, the Advisory Committee on Maine Public Broadcasting provided the University of Maine Board of Trustees with specific information relating to the construction and development of Maine Public Broadcasting Network (MPBN) facilities. While the Committee's relationship is advisory to the Trustees, the relationship between the Committee and the Trustees exists through MPBN. In recent years the Committee has held a minimum of two meetings per year to evaluate MPBN goals, objectives, programs and projects. The decisions and actions of the Committee are relayed to the University Trustees by the general manager of MPBN.

In addition, the Committee has been designated by the Governor as the coordinating body for State approval of applications to the National Telecommunication and Information Administration of the Department of Commerce for construction of facilities grants under the Public Broadcasting Act.

During the 106th Legislature, the Governor's office recommended that the Committee's role be taken on totally by the University of Maine and that the Committee no longer function. However, the Legislature failed to pass that proposed change. Two changes were made dealing with the Committee's name and power. First, the Committee name was changed from the Committee on Educational Television to the present name. This reflected the latest national terminology, which has substituted the word "public" for "educational" and also recognized the fact that public radio was also a function of MPBN operations. Second, the original legislation gave the Committee powers to advise the "consent" to the Trustees on matters of program transmission. The consent factor constituted an illegal transfer of power under regulations of the Federal Communications Commission, and was therefore dropped.

PROGRAM: The Advisory Committee was not active during FY 81.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Maine Public Broadcasting Network. (See the financial display of the Board of Trustees University of Maine.)

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 510 *Legislative Count:* 452

Organizational Units:

- Bureau of State Police
- Office of the State Fire Marshal
- Capitol Security Police
- Div. of Special Investigations (DSI)
- Bureau of Liquor Enforcement
- Maine Criminal Justice Academy
- Board of Trustees Criminal Justice Academy
- Board of Directors of D.S.I.

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the Division of Special Investigations, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions in addition to the Bureau of State Police as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

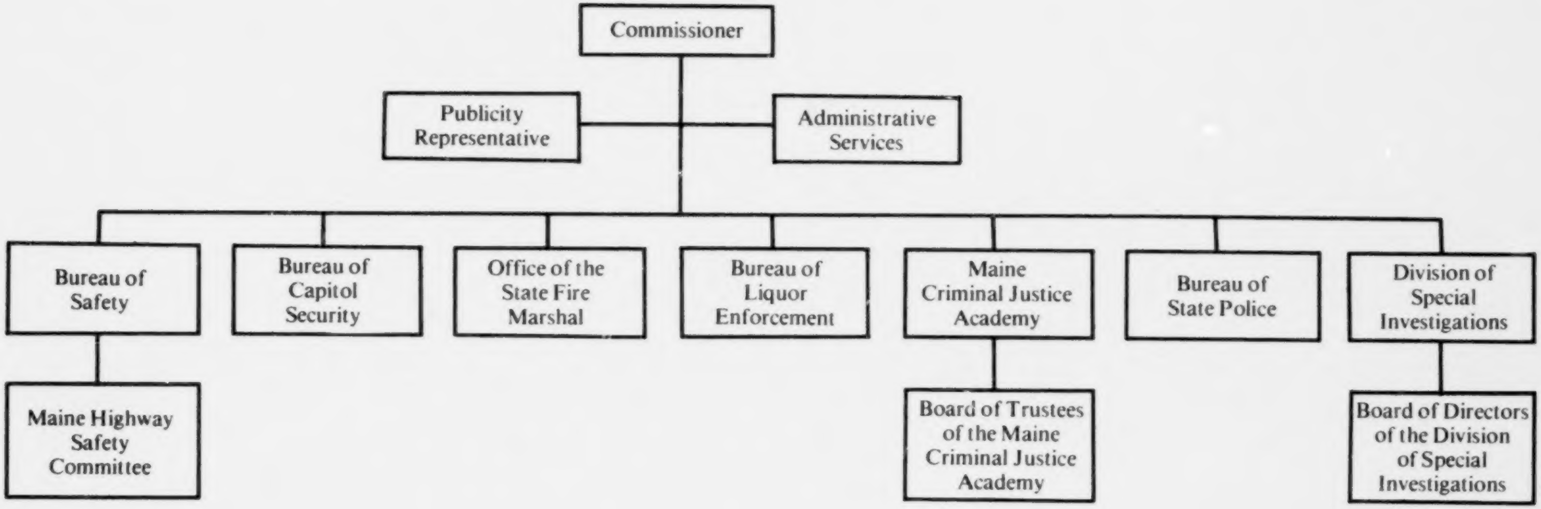
In 1978 the 108th Legislature added the Bureau of Capitol Security and the Division of Special Investigations to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

PROGRAM: Other than Administration and the Bureau of Capitol Security, the activities of the Department during FY 81 are discussed in the individual reports of its component agencies.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office", following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel and Printing as described below:

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data and the maintenance of capital equipment and real property inventory control records.

ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16


Commissioner
Publicity Representative
Administrative Services
Bureau of Safety
Bureau of Capitol Security
Office of the State Fire Marshal
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Bureau of State Police
Division of Special Investigations
Maine Highway Safety Committee
Board of Trustees of the Maine Criminal Justice Academy
Board of Directors of the Division of Special Investigations

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,414,709	771,170	514,381	7,022,797	106,361	
Retirement	2,576,209	150,070	107,986	2,298,992	19,161	
Computer Services—State	77,588	447	7,960	67,338	1,843	
Rents	158,369	195	16,731	129,701	11,742	
Commodities	308,075	64,253	25,421	212,841	5,560	
Grants—Subsidies—Pensions	931,619	26,380	—4,926	910,165		
Equipment	1,301,321	76,408	35,609	911,293	278,011	
Interest—Debt Retirement	156	156				
Transfers to Other Funds	235,285		7,504	225,690	2,091	
Other Contractual Service	2,171,752	272,194	191,784	1,591,708	116,066	
TOTAL EXPENDITURES	16,175,083	1,361,273	902,450	13,370,525	540,835	

Fiscal year 1981 inaugurated the full implementation of a departmental responsibility accounting system, in which managers were held accountable for the expenses they incurred in the operation of their respective units. Greater management involvement was achieved in budget planning and the periodic review of operational accomplishments through the comparison of actual expenses to budget. In order to assist in this endeavor, the Department utilized a computerized on-line system to record financial transactions more timely and to provide expense and budget reports to managers.

During fiscal year 1981, this office also initiated the development of a computerized fixed asset file to replace manual records and account for fixed assets by responsibility center. This effort will place greater emphasis on management accountability for the care of capital equipment in order to improve capital equipment inventory control.

At the conclusion of fiscal year 1981, this office began the formation of an audit function to accommodate the transfer of the Bureau of Safety from the Department of Transportation, and the responsibility to conduct professional audits of National Highway Traffic Administration grants. In the short term this office expects to fully implement this audit capacity in addition to the development of plans for the computerization of accounts receivable and budget forecasting.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 510 employees in the Department who comprise 60 different authorized classifications.

During fiscal year 1981, this office updated the Department's Affirmative Action Plan to emphasize positive recruitment efforts towards minorities and women. As part of its affirmative action effort, this office also continued the project to validate State Police Trooper entrance requirements to include a new written test and work sample physical aptitude test, in addition to more structured examination procedures in medical documentation, oral board and polygraph.

In addition to the above major accomplishments for fiscal year 1981, this office also processed nine (9) promotions, twenty (20) new hires, seventeen (17) separations, twenty-one (21) position audits, fifty-nine (59) out-of-state travel requests, four hundred sixty-eight (468) applicant inquiries, three hundred eighty-three (383) performance appraisals, twenty-three (23) grievance and arbitration cases, and four (4) State Police promotional examinations. Other accomplishments during fiscal year 1981 included the presentation of an updated Labor Relations Seminar to all department managers and supervisors, a new non-competitive application process, and the development of an exit interview process.

At the conclusion of fiscal year 1981, this office began the development of a computerized employee roster file, and applicant tracking system, the completion of which will be a major goal for fiscal year 1982. Also during fiscal year 1982, the State Police Trooper validation project will be completed and the position of State Police Trooper opened to application.

Printing Office: This office provides a full range of in-house printing and graphic arts to Department Bureaus and Divisions at the least cost possible.

During fiscal year 1981, this office maintained the cost per impression at $.01 (one cent), increased production capacity to 2,200,000 impressions annually through equipment modernization, initiated in-house printing of business cards for identification purposes only, at significant savings to the Department, consolidated Department forms, eliminated numerous departmental forms and improved the graphic arts capability.

For fiscal year 1982, this office will continue to maintain the lowest possible cost per impression, and evaluate printing equipment, procedures and methods in the interest of cost-effectiveness.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	168,582	55,618		112,965		
Retirement	41,474	8,980		32,494		
Computer Services—State	212			212		
Commodities	2,688		269	2,419		
Equipment	15,301		280	15,021		
Interest—Debt Retirement	75	75				
Other Contractual Service	87,891	19,207	3,932	64,752		
TOTAL EXPENDITURES	316,223	83,880	4,481	227,862		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER

Central Office: State Office Bldg., Augusta *Telephone:* 289-3477
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A

PURPOSE: The Bureau of Capitol Security is charged with supplying an evacuation plan for the buildings within the Capitol Complex, the control of traffic flow and parking at the Capitol Complex, the securing of buildings and properties during and after the hours of operation and the enforcement of all State laws and departmental rules and regulations as they pertain to the Capitol Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the legislature in 1977 as a branch of the department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant) and seven security officers.

PROGRAM: During fiscal year 1981, the Bureau processed over 900 complaints, handled 10 major demonstrations, issued 2,924 parking tickets, which generated $2,089.00 to the State's General Fund, responded to 2 bomb threats to various Capitol buildings, investigated 18 automobile accidents, furnished security for visits by the Vice-President and other dignitaries to the Capitol Complex, and received restitution for over $800 dollars of property damage to the Capitol Complex.

The objectives of the Bureau for fiscal year 1982 are to complete the addition of the Augusta Mental Health Institute complex as an area of security responsibility, effective July 1, 1981, and to reduce the growing list of State property missing from the Capitol Complex.

LICENSES, PERMITS, ETC.:

Capitol Area Activity Permit.
And as specified in individual reports

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	112,609	112,609				
Retirement	22,364	22,364				
Computer Services—State	398	398				
Commodities	2,740	2,740				
Grants—Subsidies—Pensions	113	113				
Equipment	1,575	1,575				
Other Contractual Service	16,153	16,153				
TOTAL EXPENDITURES	155,952	155,952				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
Average Count—All Positions: 15 *Legislative Count:* 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and correction personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioner, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 81 the Trustees certified 105 Law Enforcement Officers, 85 Correction Officers and 200 Reserve Officers. They also waived 8 law enforcement and 2 corrections training requirements. The "Board" certified 6 courses of instruction and issued 18 Instructor

Certificates. They recognized 4 Chiefs and Sheriffs who met the required experience, training, and education for Executive Certification. The Academy sponsored 95 specialized and refresher in-service courses that were conducted to approximately 2,467 Law Enforcement and Correction Officers. Also during FY 81 outside agencies utilized the Academy's facilities with 2,034 persons in attendance.

LICENSES, PERMITS, ETC.:

Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification

PUBLICATIONS:

Administrative Provisions Manual
Reserve Officer Training Manual
Newsletter

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	240,505	205,193			35,312	
Retirement	42,726	36,253			6,473	
Commodities	52,867	34,256	15,267		3,344	
Grants—Subsidies—Pensions	16,453	21,379	—4,926			
Equipment	8,393	3,515			4,878	
Transfers to Other Funds	979		438		541	
Other Contractual Service	184,450	87,954	57,935		38,561	
TOTAL EXPENDITURES	546,373	388,550	68,714		89,109	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

MARY LOUISE SMITH, CHAIRMAN

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:
Executive Certificates: To Eligible Chiefs of Police & Sheriffs.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
HARRY B. ROLLINS, Asst. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2481
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396
Average Count—All Positions: 30 *Legislative Count:* 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims, resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides five full time fire investigators, four of its members transferred from the State Police. These four trooper detectives are teamed with experienced fire investigators, the operation of these teams continues to be most successful.

The Fire Marshal's Office, in response to increased inspectional needs by Resource Development of the Department of Human Services, employed two Fire Safety Surveyors whose sole responsibility is the inspection of child boarding homes, adult foster homes, three types of day care facilities, and two classes of nursery schools. These employees are responsible to the Supervisor of Patient Care Facilities. This patient care section continues to inspect hospitals, nursing homes, and homes for patient care facilities for Federal as well as life safety requirements.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes. The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis in conducting inspections of various types of occupancies and are responsible for fire investigations within their district.

PROGRAM: The Office of State Fire Marshal sponsored no legislation for the first regular session of the 110th Legislature but assisted in the drafting, research, and spoke in support of the smoke detector bill, the arson reporting immunity Act, and the amendments on the current requirements for foam plastic insulation.

The Fire Marshal's Office, in conjunction with other State Agencies, continued the educational program governing wood stove safety. These programs were designed to heighten public awareness in the hazards and dangers when heating with wood.

In response to a request from the State fire service, the Fire Marshal's Office, with the help of an intern, compiled a booklet of laws identifying their areas of responsibilities. This booklet contains various statutes governing the municipal operations of the fire departments as well as the many laws of the Forest Service, all laws of the State Fire Marshal's Office, and selected Attorney General's opinion governing both the operations of the fire service and the Fire Marshal's Office.

The Fire Marshal's Office, in cooperation with the Criminal Justice Academy, utilized the rest of the grant money secured from the Maine Criminal Justice Planning and Assistance Agency for conducting basic and advanced fire and arson investigation schools. The courses continued with the team training concept whereby a fire fighter and a police officer from the same community are trained as a team to equip them with the knowledge and skills to undertake fire and arson investigations. The State now has nearly sixty of these teams, many of which are becoming active in their communities.

The Maine Fire Incident Reporting System now has nearly 220 departments trained and providing information on the occurrence of fires throughout the State. Limited training was provided during the past fiscal year in order to process the data sent to the Fire Marshal's Office. In order to eliminate the bottleneck of data entry, a small data collection machine was secured and as soon as the backlog is eliminated, training will be provided for the balance of the fire departments not yet in the program.

Set fires in the State continue to increase, although preliminary data indicates that fraud fires may have decreased. The inspectors/investigators continue to update their training to keep abreast of new procedures, current judicial opinions, and insurance practices.

The four detectives from the State Police assigned to the Fire Marshal's Office are now supervised by a Sergeant who closely coordinates their activities.

The number of plans checked by the plans review section of the Fire Marshal's Office decreased because of slowing construction starts. The inspector assigned to this position has spent more time in the field checking these projects for which a Building Permit was issued.

The patient care section under the supervisor continues to provide on-site training for hospitals, nursing homes, and boarding homes throughout the State. The Fire Safety Surveyors under his supervision have eliminated the backlog of inspections in day care facilities, nursery schools, child and adult foster homes, and are now engaged in fire safety inspections of christian schools.

Deaths caused by fire in the State during the calendar year 1980 decreased from 53 in 1979 to 32. This lower number of fatalities has not been experienced since 1952 and is undoubtedly attributed to the mild winter, public awareness of the dangers when burning wood, and the installation of many smoke detectors.

LICENSES, PERMITS, ETC.:

License:
- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
  - Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

Permit:
- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above & Underground.
- Fire Prevention Building Code.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).
Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).
Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).
Rules and Regulations Relating To Motion Picture Theatres (To be updated) (No Fee).
1976 Edition of Life Safety Code ($4.75 per copy).

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	471,339		471,265		74	
Retirement	100,111		100,111			
Computer Services—State	9,836		7,960		1,876	
Rents	13,706		13,706			
Commodities	9,861		9,861			
Equipment	35,187		35,187			
Transfers to Other Funds	5,799		5,755		44	
Other Contractual Service	118,367		114,798		3,569	
TOTAL EXPENDITURES	764,206		758,643		5,563	

MAINE HIGHWAY SAFETY COMMITTEE

LEONE G. ALLEN, CHAIRMAN

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Committee serves as a liason between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Defensive Driving, Public Information, Alcohol and Drug Education, Alcohol Control, Legislative, Bicycle. Safety Belt, Signing, and Local Safety which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 82, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $80 in FY 81 and are, by administrative decision, included with those of the Department of Transportation.

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, STATE POLICE
ROBERT E. WAGNER, JR., Director

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2297
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223;*Citation:* 25 M.R.S.A. Sect. 1541
Average Count-All Positions: 10 *Legislative Count:* 10

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Identification is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: A major reorganization in the SBI Identification Division continued to take place during 1980 in order to make it more efficient and responsive. This was necessitated by State and Federal Privacy and Security laws, along with an identified need to update existing operations. The reorganization involved the SBI Director working with a representative of the Attorney General and a representative committee of user agencies to accomplish the objectives of the reorganization.

Considerable progress has been made in attaining the reorganization objectives. New forms and techniques have been developed to improve the submission and completeness of Criminal History Record Information. They include duplicate court abstract cards, training pamphlets, bulletins, schools on basic and advanced fingerprints at the Maine Criminal Justice Academy, field training statewide on taking and submitting fingerprints, development of new record dissemination sheets, reclassification of thousands of prints, resequencing of files for easier access, purging of old and outdated records, purging of records no longer in the criminal category, better employee training, improved physical security and numerous other activities.

Continued misunderstanding of the Maine Freedom of Access (Information) Law (1 MRSA §401) vs. the Maine Criminal History Record Information (Privacy and Security) Law (16 MRSA §611) in the field resulted in an extensive training program in 1980 conducted by SBI in cooperation with State Police Laboratory personnel. Forty-one schools were held regionally through October 29, 1980, at the request of police and sheriffs' departments. Six-hundred and seventy-four students representing 118 departments attended these Criminal

Justice Academy certified schools. In addition to the Criminal History Record Information, latent prints were discussed. Actual fingerprinting on portable equipment by all participants was conducted and supervised. Instructions were given on the proper preparation and submission of fingerprint cards and final disposition information to SBI.

The Maine Chiefs of Police Association continued to support SBI by contracting four clerk typists under an LEAA federal grant to the Bureau to use in upgrading the existing records. With this assistance, plans have progressed for a computerized Master Name Index.

Specific activity in the Identification Division included in 1980, 5,040 criminal fingerprint cards received, classified and recorded with existing records or in new records; 3,858 out-of-state records received and processed; 35,414 inquiries received and 24,862 court abstract records received and filed; 14,686 preparations of mail were made.

The State Police Investigative Records Section of SBI received and processed 5,961 criminal cases in 1980. Additional continuation reports totaling 3,623 were added to existing criminal cases and 455 civil cases were received. Insurance verification requests numbered 563. 2,000 older investigated cases were microfilmed and stored for future reference. 7,000 index cards were purged from existing files and stored on microfilm.

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1453 amended, and requires the full cooperation of all Maine Law Enforcement Agencies. The UCR unit was established in 1974 and functions under the Maine Department of Public Safety, Maine State Police, State Bureau of Identification.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny and motor vehicle theft) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part I and Part 2 crime classes; description and values of property stolen and recovered; crime locations; time of offenses; methods of crimes; employee data, assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date data on a comparison by month and year basis are mailed out to each contributor automatically. In 1981, a publication entitled "Crime in Maine" was printed and released. This annual publication was for the period January-December 1980.

Beginning with data collected on May 1, 1979, the UCR program was changed to include arson data as an Index Offense. This important change was mandated to the F.B.I. by the U.S. Congress and was subsequently merged into the individual state UCR systems. With assistance through the U.S. Law Enforcement Assistance Agency in the form of a federal grant, new forms were designed and printed; computer programming was amended to include arson data, and all contributors were trained and informed in correct reporting procedure.

On July 3, 1980, a new law, Chapter 577 of the Public Laws of 1979, enacted as amended by the 109th Legislature, became effective.

This new law deals with domestic violence between household and/or family members and provides impacting changes in both the Civil and Criminal Law. Provisions within the new law, 19 MRSA §770 (1), require each law enforcement agency to report all incidents of abuse by adults of family or household members to the Uniform Crime Reporting Unit of the State Bureau of Identification on forms provided. Because of the suddenness of the law's effective enactment date, forms, instructions, tally books, etc. were hastily prepared and distributed to all contributing agencies by the UCR Staff. In addition, the UCR Supervisor, accompanied by personnel from the Attorney General's Office, participated in 21 special training courses dealing with the new law during the month of July. More than 1,000 police officers and clerks were trained in these regional schools.

Activities of the UCR unit include printing, distribution, collecting and monitoring of all UCR forms for 150 agencies reporting on a monthly basis. Technical assistance in the field and a constant training program (2,000 personnel trained to date) are necessary for an effective program.

PUBLICATIONS:

Crime in Maine 1980

Limited copies of this publication are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are always available for review or to answer specific inquiries on criminal statistics.

FINANCES, FISCAL YEAR 1981: 25 M.R.S.A., Section 1541 provides that expenditures of this unit shall be borne by the Bureau of State Police and are, therefore, included in its financial display.

DIVISION OF SPECIAL INVESTIGATIONS

MELVIN GRAVES, DIRECTOR
SHERMAN E. HARRINGTON, JR., Deputy Director

Central Office: 93 Silver Street, Waterville; *Floor:* 2 *Telephone:* 872-5989
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: October 1977 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 240; *Citation:* 25 M.R.S.A., Sect. 2911

Average Count—All Positions: 5 *Legislative Count:* 2

Organizational Units:
DSI North
DSI East
DSI Central
DSI South
DSI Smuggling
DSI Diversion Investigative Unit (DIU)

PURPOSE: The Division of Special Investigations (DSI) is commissioned with the powers and duties to investigate violations of all drug control laws of the State of Maine and related criminal activities. DSI assists federal, state, county and municipal law enforcement agencies in their efforts to enforce drug laws.

Activities that are investigated include: drug diversion—legal drugs diverted into the illegal market, i.e. hospitals, pharmacies, doctors, etc.; and smuggling of drugs from outside the State. The Division is also responsible for documenting drug information to federal, state, county and local law enforcement agencies as well as for providing drug education to the State of Maine.

ORGANIZATION: The Commissioner of Public Safety establishes and maintains the Division of Special Investigations (DSI) within the Department of Public Safety. The Division functions are carried out by a director, deputy director and secretary, the only three fulltime positions, and all based at the administrative office in Waterville.

PROGRAM: Public Law 316, Part J which was enacted as emergency legislation repealed the citation of the Division of Special Investigations and the citation for the Board of Directors of the Division of Special Investigations. The Act specified, however, the Legislature's intent that the Commissioner of Public Safety maintain an active drug enforcement program within the Bureau of State Police.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Bureau of State Police.

BOARD OF DIRECTORS OF THE DIVISION OF SPECIAL INVESTIGATIONS

DARRELL CRANDALL, CHAIRMAN
FRANCIS WOODHEAD, Vice Chairman

Central Office: 93 Silver Street, Waterville; *Floor:* 2 *Telephone:* 872-5989
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: October 1977 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 241; *Citation:* 25 M.R.S.A., Sect. 2912

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Directors of the Division of Special Investigations (DSI) is established to assist and advise the Division in formulating operational guidelines to coordinate efforts pertaining to the enforcement of drug control laws and the investigation of related criminal activity. The Board provides guidance regarding the utilization of donated police personnel and for the establishment and scope of a centralized intelligence system.

The Board is further responsible for direct participation regarding the selectmen and reappointments of the director and deputy director. The Board meets at the call of the chairman at least once every second calendar month.

ORGANIZATION: The Board of Directors within the Division of Special Investigations (DSI) consists of 11 members as follows: The Commissioner of Public Safety, ex officio, or his designee; the Attorney General, ex officio, or his designee; and the following additional members that are appointed by the Commissioner of Public Safety: 9 representatives who are municipal police chiefs, sheriffs or district attorneys, 2 of whom are from the Cumberland, Lincoln, Sagadahoc and York County area; 2 from the Androscoggin, Kennebec, Somerset, Oxford and Franklin County area; 2 from the Waldo, Penobscot, Piscataquis, Hancock, Knox and Washington County area; 2 from Aroostook County; and one at-large. The board was organized by selecting a chairman and a vice-chairman from among its members.

The Attorney General, or his designee, and the Commissioner of Public Safety, or his designee, are members of the board during their terms of office. All of the other members of the board serve for a term of three years.

PROGRAM: During fiscal year 1981 the Division's Board of Directors met occasionally. Discussions centered around operational enforcement activities and the need for additional and specialized equipment and manpower. Several incumbent Board members were reappointed and two new appointments were made in compliance with enacting legislation.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Division of Special Investigations.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 22 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor inspectors who work under the direction of the chief inspector and an assigned supervisor, but normally acts independently in the field. Each inspector is responsible for the conduct of approximately 200 liquor outlets within his designated territory. The inspector is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Field inspectors spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore inspectors of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of work, an inspector has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with the liquor inspectors under its control. In 1947, the liquor inspectors were placed under the State Personnel Law, which forced prospective inspectors to take State examinations in order to be eligible for inspector positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by an Inspector II, with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of an inspector were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field inspectors monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 455 written warnings during FY 81 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 81 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,838 licensee premise inspections; and a total of 11,532 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 983 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 81 a total of 341 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $49,800.00 with 174 license suspension days. As a result of criminal citations in Maine Courts, $28,915 was paid in fines thus total fines amounted to $78,715.00 for FY 81.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These four individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 19 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 81 the number of agency stores in the State of Maine rose to 51. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	371,819	371,819				
Retirement	77,868	77,868				
Rents	195	195				
Commodities	4,051	4,051				
Grants—Subsidies—Pensions	4,709	4,709				
Equipment	42,106	42,106				
Other Contractual Service	53,062	53,062				
TOTAL EXPENDITURES	553,810	553,810				

BUREAU OF SAFETY

ALBERT L. GODFREY, SR., DIRECTOR

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: December 13, 1980 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop, and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and during an organizational change to provide more effective and efficient government was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end the Bureau is involved in a working relationship with other State agencies, County, and Municipal agencies. Activities in this area include but are not limited to, motor vehicle occupant restraints, child restraints, 55 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, and traffic engineering services. These activities involved the Bureau as relates to providing financial and technical assistance in these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $385,000 in FY 81 and are, by administrative decision, included with those of the Department of Transportation.

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF
LT. COL. ALBERT T. JAMISON, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 427 *Legislative Count:* 403

Organizational Units:

- Office of Planning and Research
- Personnel and Training
- Crime Laboratory
- Support Services
- Special Services
- Traffic Programs
- Public Information Office
- Traffic Division
- Criminal Division
- Investigative Coordinating Division
- Communications

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,600 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau by authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931, a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Support Services. This function is under the direction of a State Police Captain who is responsible for coordinating the activities and assuring the proficiency of all units in the Division. These include the Traffic & Safety Division, State Police Crime Laboratory, State Bureau of Identification, State Police Personnel and Training, Radio and Teletype Communications, Radio Maintenance, Beano and Games of Chance, Licensing of Private Investigators and Security Guards, Computer Utilization and Data Processing, Planning & Research, and Traffic Programs.

State Police Personnel and Training. The validation of selection standards for state police applicants continued during 1981. It is expected the validation will be completed during 1982 so that the recruitment selection process can be initiated once again.

Since there was no State Police School/Training Troop, training efforts were directed toward in-service and specialized training programs.

Supervisory officers were selected to attend the New England State Police Administrators Compace (NESPAC) Non-Commissioned Officers Academy. The one-week training program took place at various state police training facilities throughout New England. Because of the success of the program, there will be two weeks of training during 1981.

Sworn and civilian personnel were provided Cardiopulmonary Resuscitation and Emergency Cardiac Care training and were certified in Basic Cardiac Life Support.

Two programs that continued during the year were the Law Enforcement Recruitment Program for Women and Minorities and the Law Enforcement Orientation Program for senior high school students. The recruitment program resulted in 58 women attending a three-day session at the Maine Criminal Justice Academy. The orientation program, one cosponsored by the Augusta Kiwanis and the other by the American Legion, had 20 and 28 students attending respectively.

The Office of Planning & Research. This Office is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through participation in development of both immediate and long range departmental goals based upon demands for services, available resources, and projections of future needs. The Office continuously maintains contact with similar units throughout the country in order to keep abreast of the latest technology available in the Criminal Justice field.

The Office of Planning & Research is also responsible for program development in numerous areas plus the coordination and administration of Federal Grants affecting the Department.

Major activities during this past year included, but were not limited to: several projects which assisted in achieving upgrade of in-house data processing capabilities; administration of project allowing acquisition of new State Police Aircraft; and assistance in, or preparation of: fleet energy conservation project/U.S. Dept. of Energy, Rule Filing data, FY 81 agency report to Maine Criminal Justice Planning and Assistance Agency, Rural Crime Report, Federal Expenditures data, Energy Conservation studies, and Audit and Program Review data.

Traffic Division. Responsibilities of the Traffic Division include the Administration of the Maine Motor Vehicle Inspection Program, the statewide Truck Weight/Size Enforcement Program, the statewide Accident Reporting Program and the statewide Air Wing Enforcement Program. The Division maintains current files on junkyard licenses, Department of Transportation construction areas and permits, size and weight regulations and registration requirements of other states. The Division also handles requests for speaking engagements from schools and organizations, conducts Defensive Driving Courses and provides information on motor vehicle and pedestrian safety. Information to the public on Motor Vehicle Laws is also provided by this Division. The Director serves as legislative liaison concerning Motor Vehicle law.

The Office of Traffic Programs is responsible for traffic planning, accident reconstruction, traffic records, data processing, statistics, and training.

Traffic Planning: Major projects in the area of traffic planning during 1980 included development of a statewide Intoxilyzer breath testing system, installation of the "BAT-mobile," summer enforcement program, and radar training program. The development of the statewide Intoxilyzer breath testing system involved site selection, (statewide) and establishment of the educational curriculum that was necessary to certify 200 law enforcement officers from local, county and state agencies. The "BAT-mobile" (Blood Alcohol Testing mobile van concept) Project utilizes a motor home confiscated by State Police officers investigating illicit drug activities that was altered to facilitate the alcohol enforcement effort and the installation of an intoxilyzer. The 1980 Summer Enforcement Program was developed for implementation during the months of June through September. The goal was to combat the rising trend in alcohol/speed related highway crashes through the increased enforcement efforts by State Police officers. This directed enforcement activity was able to significantly impact the increasing accident rate. Initiated during the last month of 1980 was the development of a radar training program which will be instituted at the Maine Criminal Justice Academy in Waterville during 1981 for all entry level police officers. (A field certification program is being developed for officers presently using speed measuring devices.)

Accident Reconstruction: In 1980, the 25 State Police Accident Reconstructionists were involved with 335 accidents throughout the State. This is a 113 percent increase over 1979 activity. Of the 335 reconstructions done, 183 were done for State Police officers, and the remaining 152 were done for other agencies. A total of 212 reconstructed accidents resulted in court prosecution. Sixty-five of those cases had cleared the court with a 74 percent conviction rate. Two cases were found not guilty, neither of which was due to errors in reconstruction. Fifteen cases were disposed of by plea bargaining and other reasons. The remaining cases are pending in the court system.

Traffic Records: During 1980, more than 33,000 accident reports were processed. Each report was reviewed, and a new coding process was used to ready the report for electronic data processing. To save time and combat rising costs, all microfilming of accident reports was transferred to State archives.

Data Processing: The activities of the Data Processing Section continuously expand as a greater reliance on statistical data is necessary. The reports generated by the data section are the accident system, inventory services, arrest system, activity system, UCR index, UCR crime, vehicle cost analysis, fire (National Fire Information Reporting System) motor vehicle inspection stickers, miscellaneous and address labels, etc.

Data Entry: During the 1980 calendar year 1,051,106 cards were processed by the Data Entry Section for the following programs:

Activity System
Accident System
Uniform Crime
Reporting System
NFIRS
Inspection Stickers
Miscellaneous Programs
Mileage Reports
55 mph Speed Enforcement Certification
Vehicle Cost Analysis Program
Time & Leave
Arrest Reporting System
Traffic Labels
Case Reports

Public Protection. The prime enforcement activities for 1980 are:

Trucks Weighed	67,472
Stolen Property Recovered	1,753,112
License Fees	194,682
Accidents Investigated	6,707
Written Warnings	78,136
Arrest Reports	68,759
Defective Equip. Warnings	62,320
Aids to Motorists	21,513
Total Fines	$3,557,305
Licenses Issued	11,979

Statistics: Statistics are a necessary part of the highway safety effort. They are used to identify problems, assist in determining the appropriate resources, address safety needs and also provide the means to evaluate. Increasing demands for this highway related information has been recognized from other governmental agencies as well as the general public. Many of the major requests have included information on seat belts and other restraints, motorcycle helmet use, alcohol and accident involvement, youth and accident involvement, general speed enforcement, OUI (Operating Under the Influence) and 55 MPH enforcement.

Training: The Office of Traffic Programs has been given significant training responsibilities through the Maine Criminal Justice Academy. The primary focus of this training effort has been in accident investigations (basic and advanced), OUI (basic and advanced) Intoxilyzer training and certification, Speed Measuring devices (training and certification), plus motor vehicle law and traffic law enforcement. Through this training effort a more uniform understanding of all traffic related subjects has been and continues to be provided on a statewide basis.

Public Information. The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer (Director, Public Information) advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all state police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesman for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24-hours a day, the Public Information Officer maintains liaison with the news media.

During 1980, the office disseminated 105 news releases to the print and/or broadcast media. The Public Information Officer served as spokesman in 205 instances. Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (radio) Christmas Fire Safety, Motor Vehicle Inspection, Car & Winter, Autumn Driving, Fire Prevention Week, Woodburning Stove Safety, School's Open/Labor Day Safety, O-U-I/Seat Belts, 55 mph Speed Limit, Burglary Prevention, Bicycle Safety, March Road Safety and Winter Road Safety; (television) Railroad Safety and O-U-I/Seat Belt—in cooperation with the Maine Highway Safety Committee, and Holiday Driving Safety. There were 28 press, 75 radio/television and one magazine interview, 39 press and 16 radio/television features.

In addition, the office compiled the annual report, updated Departmental publications and the Maine Print & Broadcast Media booklet, and published the employee newsletter. The Public Information Officer provided counsel and assistance in support of the New England State Police Holiday Safety Program, the Department of Mental Health & Corrections in "Operation Safety" (lockdown) at the state prison, and media relations; was a participatory member of the Governor's Public Information Advisory Committee; and, instructed News Media Relations at the Maine Criminal Justice Academy.

Crime Laboratory. The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a Lieutenant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility; however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparison; restoration of serial number of stolen vehicles or other items; serological examinations of blood semen, and other body fluids; identification cards for members of State agencies; processing of persons arrested on a large-scale basis; instruction of State, county, and local police officers in laboratory procedures; and expert testimony in court.

The following is a breakdown of the major activities during the past year as performed by the Crime Lab.

Court Appearances:
393 Total Hours
78 Average Hours per man

Crime Scene Processing:
50 Total Number
10 Average per man
299 Total Hours
60 Average hours

Film Processed:	
4x5 Blk. & White	220 negatives
2¼ Color Rolls	1348
35mm Color	10591
Total Negatives	12159
4x5 Blk. & White	68
2¼ Color Prints	2619
35mm Color Prints	8343
35mm Color Slides	610
Total Prints	11640

Fingerprints:

Cases	*State Police*	*Other Agencies*
	110	136
Hours	373	365
Firearms Cases	46	69
Gun Powder Residue	19	7
Serial No. Restor.	27	30
Toolmark	2	31
Serology	73	78
Hair & Fiber	53	70
Items Examined	1680	

Beano and Games of Chance. The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 760 Beano and Games of Chance organizations statewide. The Licensing Section also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints being fully investigated. For fiscal year 1980-81 there were over 146 premise inspections with 518 investigative hours, resulting in 28 arrests and 179 warnings. Over 600 written information requests are answered yearly, plus over a thousand information requests.

Summary of 1981 activities include:

Beano and Bingo

1. Total Beano organizations licensed—421
2. Total number of Beano licenses issued—3517
3. Total revenue received by the State of Maine from license fees—$29,894.00
4. Total operating expenses for 1981 year—$19,405.89
5. Surplus from Beano license fees for 1980-1981 year—$10,488.11

Games of Chance

1. Total Games of Chance organizations licensed—348
2. Total number of Games of Chance licenses issued—4729
3. Distributors Licenses issued—7
4. Total revenue received by State of Maine from Games of Chance license fees—$140,512.00
5. Total operating expenses for 1980-81 year—$108,375.30
6. Surplus from Games of Chance license fees for 1980-81 year—$32,136.70
7. Combined surplus for Beano and Games of Chance license fees to State of Maine General Fund Account for 1980-81 year—$42,624.81

During 1980 the Licensing Section accepted and issued a total of 157 licenses.

	Private Investigator	*Assistant Private Investigator*	*Security Guard*
New	24	4	9
Renewal	76		
I.D. Cards	21	4	41

	Non-Resident Concealed	*Possession by Ex-Felon*
New	5	1
Renewal	1	0

A total of $12,762.50 was received from application fees.

Criminal Investigative Division. Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the Bureau of Criminal Investigation within the Maine State Police. The Bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcement agencies within and outside the State of Maine. Additional duties include informing the Chief and the Deputy Chief of criminal activity within the State and the issuance of all permits to out of state residents to carry concealed weapons, licensing private investigators and licensing polygraph operators.

Polygraph: Polygraph examinations are designed to determine truth or deception when subject is asked questions about his or her knowledge, participation and/or complicity in an illegal act. Each of the three Criminal Investigation Divisions (CID) has one modern multichannel polygraph instrument and three examination sites. There are four polygraph examiners, two of whom are stationed in Augusta, one in Scarboro and one in Aroostook County.

The Northern Examiner also conducts examinations on an appointment basis for federal, state, county and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle.

In FY 80 the Criminal Investigative Division (CID) was restructed to include three divisions, which encompass the south, central, and northern portions of state respectively. Each division coincides with the present conceptual breakdown of the field divisions. Each CID is commanded by a lieutenant who in turn reports to the field division commander of his particular division, a State Police Captain. The overall activity of the Criminal Investigative Division is co-ordinated and administered to by the Deputy Chief and State Police Lieutenant Colonel. Furthermore, it has been concluded that the realignment of the CID's with the field division, along with a common administrator for both criminal and field (patrol) forces within each division gives way for a more efficient overall operation for both units.

In addition to its general function, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

Special Services. The Director of the Division of Special Services is basically responsible for specialized training of personnel who are normally assigned to other duties. These officers are cross trained in areas of specialization in order to provide professional response to unique situations not encountered on a routine basis. Included in this Division are the Underwater Recovery Unit; Hazardous Materials, Anti-Sniper Squad, Civil Confrontation Response, Air Search and Rescue, Hostage Negotiations, Special Equipment and the K-9 Unit.

During 1980 four German Shepards and their handlers underwent specialized training and were incorporated into the State Police K-9 Unit. These dogs and handlers have been instrumental in lost persons and evidence recovery and are continually trained on a monthly basis. Extensive training has been continuing during 1980 for the tactical team in the area of search and rescue, barricaded felons, and hostage negotiations.

The Underwater Recovery Unit is comprised of trained divers certified in Cardiovascular Pulmonary Resuscitation and Advanced Underwater Search and Recovery. Diving services are provided for State Police cases as well as those initiated by other enforcement agencies. The scope of activities performed by this Unit range from recovery of evidence in criminal cases to retrieval of drowning victims.

Communications Division. The Maine State Police Communications Division, located at State Police Headquarters in Augusta, functions as a support service on a twenty-four (24) hour basis. Its primary responsibilities include, but are not limited to: act as a receiving point for complaints from the public on traffic accidents and reported crimes and provide information to the public as well as various permits; to record pertinent data of, and make assignments to investigate these complaints and motor vehicle accidents; to relay police type information to the police community through general broadcasts over the police radio system; to act as the State Control Terminal through a computer interface with the National Crime Information Center (NCIC) in Washington, D.C.; to ensure proper, accurate, timely and complete records into NCIC, and to conduct periodic validations of all records entered by the police agencies in Maine; to act as the State Control Terminal through a computer interface with the National Law Enforcement Telecommunications Systems (NLETS) for the transmission of messages between states; to operate and maintain a computerized message switch for the transmission of police teletype messages throughout the state and nation; to provide general information and direction to the public upon request; to act as the State Warning Point for the National Warning System; and to seek information for and assist all units on the radio system in any way possible, so they might be more effective in accomplishing their tasks. In addition to providing radio dispatch for the Department of Public Safety, the Communications Division dispatches for the Department of Inland Fisheries and Wildlife, the Department of Marine Resources, the Department of Mental Health and Corrections, the Attorney Generals Office, as well as several other state and federal agencies.

The Maine State Police recently marked its twenty-fifth (25) year of teletype communications which began in 1956 with a single teletype terminal at State Police Headquarters that connected to the Massachusetts State Police switchboard in Boston, giving police in Maine its first teletype line with the other New England states. Over the years the Maine State Police teletype communications have progressed to a computerized message switching system with instant contact with all police agencies nationwide. Through this computerized message switch, the seventy-five (75) terminals operated by police agencies about the State have immediate access to: National Crime Information Center Files, National Law Enforcement Telecommunications System for sending messages to other states DMV files and criminal records checks, Maine Division of Motor Vehicle files, and Maine Wanted/Missing Persons file. (This is a newly created file and as of June 1, 1981 contained 2,100 records from 41 state agencies.)

The Communications Division also houses the Department of Public Safety's two computers. These are Honeywell Level 6—36's with 67 million byte disk drives and high speed printer. One computer is on line constantly with the message switch and during the past twelve (12) months has handled over 2.5 million police messages. A partial breakdown follows: 110,708 messages over the NLETS circuit, 582,269 messages over the NCIC circuit (these are inquiries into the NCIC files on wanted/missing persons, gun and stolen property), and 993,174 inquiries into the state DMV files. The second computer's primary function is to back-up the message switch if the first computer fails. However, this system is being utilized daily on several in-house programs which have been computerized. They are as follows: Uniform crime reporting, fixed assets, several inventory files, motor vehicle inspection program, personnel records, applicant tracking, and several specialized label programs. Several more applications are on the drawing board for implementation during the coming months.

Other services provided by Communications include: Digital encoders which have been installed at all State Police Regional Control Centers to activate pagers worn by selected personnel of several state agencies who must be available at all times; a diverter telephone system is located at Communications which allows all police agencies in the state to contact the Chief Medical Examiner or his representative on a 24 hour basis; during June 1981 an emergency telephone system was installed to notify the appropriate state personnel and various communities in the event of an incident at Maine Yankee; and the Communications Division through the Maine Criminal Justice Academy continues to provide training to all users of the teletype and radio system.

Investigative Coordinating Division. In September of 1980, officers assigned to the Auto Theft, Criminal Intelligence, Arson, Smuggling, Diversionary Investigative (drugs) units, Attorney General's Department and Executive Security were placed under one command—the Investigative Coordinating Division (ICD).

While each unit will carry on the objectives of its particular unit, it is anticipated that the combining of the various resources will result in a better utilization of existing manpower in combating organized criminal activity.

Areas of individual unit responsibility are as follows:

Auto Theft: The majority of the investigations undertaken were lengthy in nature and were performed by the three investigators assigned to the ATU. Each investigation required the resources of the agency reporting the theft, the insurance company of the vehicle owner, the National Auto Theft Bureau (NATB) and/or the services of the Department of Motor Vehicles of the state where the vehicle is stolen. With these resources, documentation of vehicle, origin, lien, ownership, condition, and/or value are established.

Many of the vehicles recovered were stolen out of state and had motor vehicle title and/or registration documents to lend authenticity to its use or reregistration in this state. Also, vehicles stolen within the state and renumbered/registered were recovered.

CIU: In addition to the unit's assistance to other State, Federal, County and Local Agencies, a significant amount of the unit's investigative time was spent in the identification and/or tracking of persons and firms with origins outside of the State of Maine that were involved in the distribution or importation of drugs into the state.

Arson: Officers attached to the State Fire Marshal's Office to work with Fire Inspectors in the investigation of fires deemed arson in nature. The officers investigated or participated in the investigation of one hundred and eighty (180) cases.

Anti Smuggling: Officers attached to the unit work in conjunction with agents of the Drug Enforcement Administration. Cases investigated by the officers resulted in the arrest of 35 individuals, seizures of $590,580 in cash, $229,000 in property and 28 tons of marijuana.

Diversionary Investigative Unit: D.I.U., whose goal is to eliminate the knowing or unwitting diversion of legally manufactured drugs by health and non-health professionals, investigated fifty-three (53) cases. (In March this unit was disbanded due to discontinuance of the Federal Grant.)

Attorney General's Office: The officers were assigned work with the Director of Investigations in the Investigative Section. The majority of the work involved inquiries into atypical criminal complaints, including the investigation of government officers and attorneys charged with malpractice, and other offenses of an administrative nature. They are also assigned on a request basis to aid Federal and local law enforcement agencies on a variety of investigations.

Executive Security: Officers were assigned the primary responsibility of providing security to the Governor. In addition to their assigned duties to the Executive Department, the officers also provided back-up security to the Senate and House of Representatives and were, from time to time, assigned to assist in investigations for the Attorney General's Office.

LICENSES, PERMITS, ETC.:
License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards in Title 32, Section 3761-3783.

PUBLICATIONS:
Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.00)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
Maine—As Strong As Her People (Free)
The Maine Department of Public Safety (Free)
The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,049,855	25,931	43,116	6,909,833	70,975	
Retirement	2,291,666	4,605	7,875	2,266,498	12,688	
Computer Services—State	67,142	49		67,126	—33	
Rents	144,468		3,025	129,701	11,742	
Commodities	235,868	23,206	24	210,422	2,216	
Grants—Subsidies—Pensions	910,344	179		910,165		
Equipment	1,198,759	29,212	142	896,272	273,133	
Interest—Debt Retirement	81	81				
Transfers to Other Funds	228,507		1,311	225,690	1,506	
Other Contractual Service	1,711,829	95,818	15,119	1,526,956	73,936	
TOTAL EXPENDITURES	13,838,519	179,081	70,612	13,142,663	446,163	

VEHICLE EQUIPMENT SAFETY COMMISSION

ARTHUR A. STILPHEN, STATE OF MAINE COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE COMMISSIONER

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1963 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was very active during 1981. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

DAVID WHITTER, TRANSPORTATION PLANNING, CHAIRMAN
WILLIAM F. FERNALD, DIRECTOR, BUREAU OF TRANSPORTATION SERVICES

Central Office: Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met three times during the preceding year and elected a chairman and vice-chairman. It has conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

PUBLIC UTILITIES COMMISSION

RALPH H. GELDER, CHAIRMAN
LINCOLN SMITH, COMMISSIONER
DIANTHA CARRIGAN, COMMISSIONER
CHARLES G. ROUNDY, SECRETARY

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35 M.R.S.A., Sect. 1

Average Count—All Positions: 78 *Legislative Count:* 32

Organizational Units:
Finance Division
Water and Gas Division
Transportation Division
Secretary's Office
Electric Division
Telecommunications Division
Legal Division

PURPOSE: The Public Utilities Commission's mission is to protect the public by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as a judicial forum on cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission presently has jurisdiction over 150 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 2,793 trucking companies, 57 bus companies, 8 railroads, one water carrier, and limited aspects of radio common carriers.

The Commission is divided into seven operating divisions with respective powers and duties as follows:

Secretary's Office. This Division is responsible for planning, organizing and directing the work of the Administrative Division of the Commission. This office also works closely with the Commissioners in policy development and execution, coordination of inter divisional work, and development and implementation of operational priorities. Part of the Secretary's Office is the **Consumer Assistance Section** which receives, analyzes and responds to complaints from Maine utility customers.

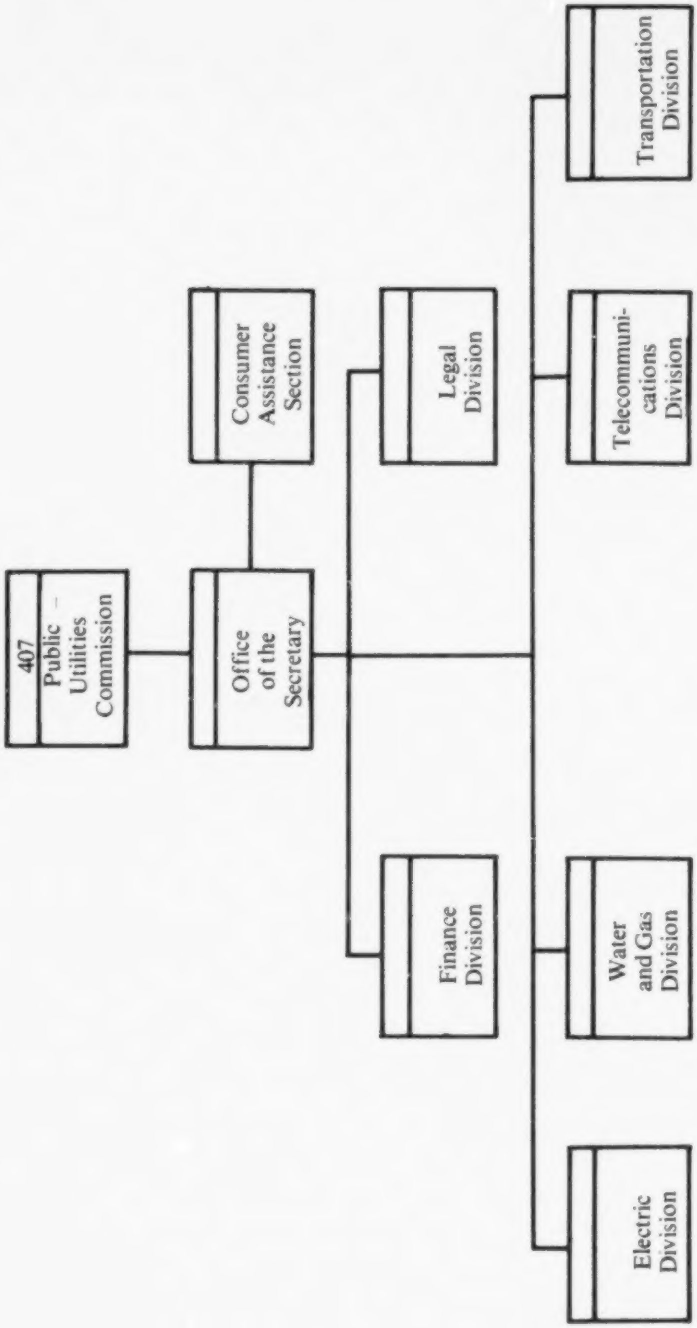
Electric Division. This Division regulates 17 electric utilities in Maine, involving over one half million meters; prepares engineering cross-examination in pending cases involving electric rate increases, service complaints, line extensions, etc.; conducts on-site investigations of electrical accidents involving loss of human lives; investigates, resolves, and confers with utilities on customer complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major electric construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; reviews and revises rules and standards of service for electric utilities.

Legal Division. The Commission legal division is responsible for legal advocacy before federal and state courts and agencies. It provides examiners and legal advisors in cases before the Public Utilities Commission and assists in preparing and presenting the Commission views on legislative proposals. Complete legal services are provided by the Division on all legal aspects of the matters within the Commission's jurisdiction.

Finance Division. This Division is responsible for conducting financial investigations and analysis of specific telephone, electric, gas, and water utilities, and for conducting general financial studies of and other research about Maine utilities. The Division analyzes all applications of public utilities to issue stocks, bonds, or notes. In addition, the Division prepares testimony and other material concerning rate of return and/or cost of capital for rate hearings and may prepare material concerning rate base, expenses, depreciation, and rate design, as well. The Division prepares questions to be used on cross-examination on accounting and finance matters, presents direct testimony, and evaluates rate cases exhibits as requested.

Telecommunications Division. This Division regulates 25 telephone utilities in Maine; prepares engineering cross-examination in pending cases involving telephone rate increases,

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65

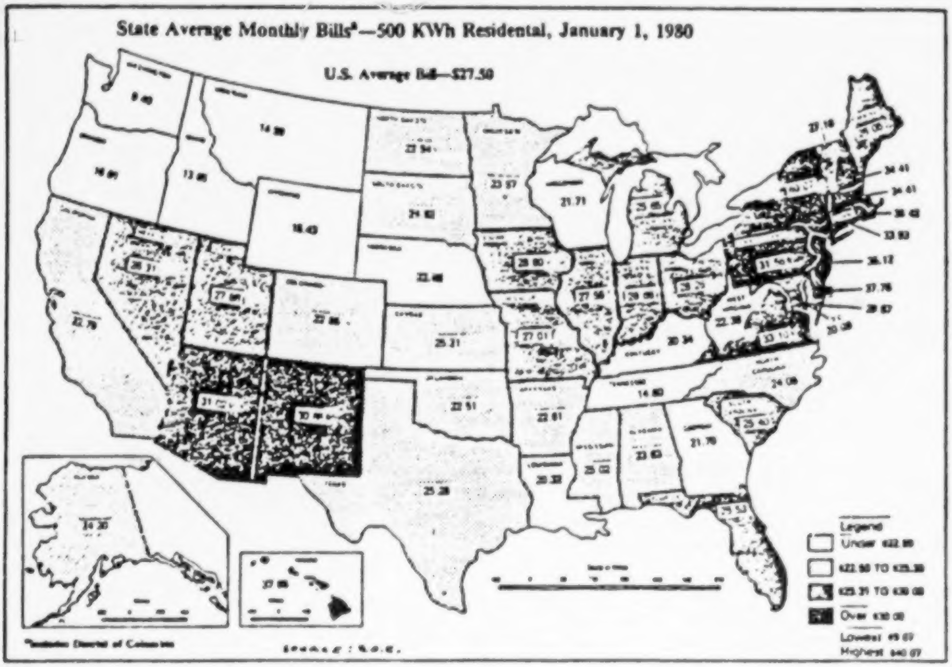

407
Public
Utilities
Commission
Office
of the
Secretary
Consumer
Assistance
Section
Finance
Division
Legal
Division
Electric
Division
Water
and Gas
Division
Telecommuni-
cations
Division
Transportation
Division

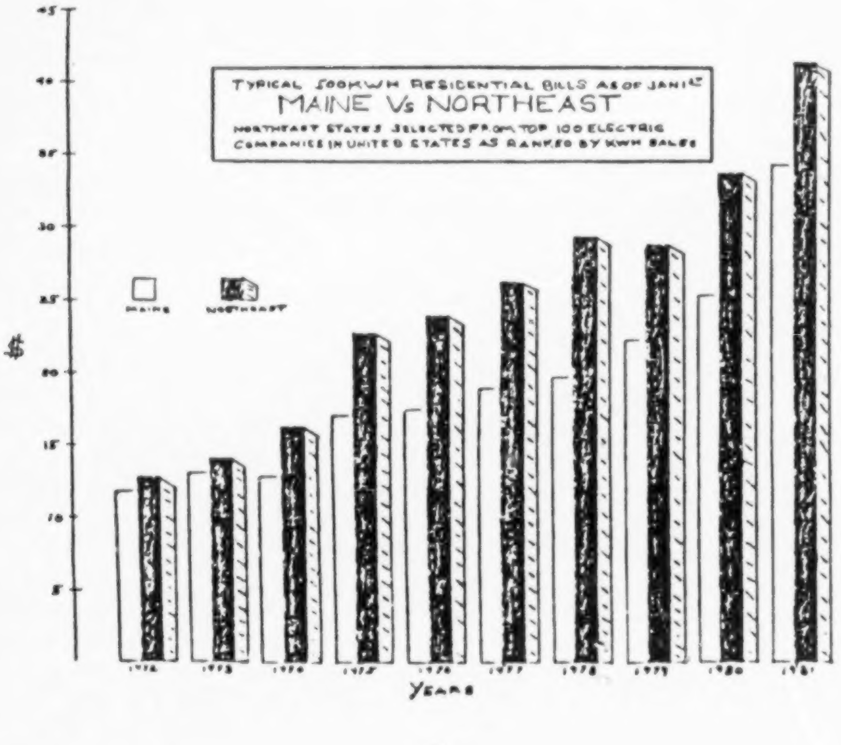
Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,229,962	592,625	787	615,296	21,254	
Retirement	208,796	97,266	132	107,725	3,673	
Rents	17,280	7,000		10,280		
Commodities	24,112	5,713	647	16,985	767	
Equipment	24,440	1,005	3,464	19,971		
Transfers to Other Funds	58,757		5,258	47,693	5,806	
Other Contractual Service	482,735	139,276	115,087	118,158	110,214	
TOTAL EXPENDITURES	2,046,082	842,885	125,375	936,108	141 714	

ELECTRIC STATISTICS


State Average Monthly Bills[a]—500 KWh Residental, January 1, 1980
U.S. Average Bill—$27.50
21.71
21.70
14.80
25.21
22.51
22.81
20.34
23.57
18.43
22.79
25.28
27.18
34.41
34.61
33.93
36.12
37.76
29.87
23.63
25.02
20.32
25.53
24.08
27.01
27.56
Legend
Under $22.89
$22.90 TO $25.30
$25.31 TO $30.00
Over $30.00
Lowest $9.07
Highest $40.07
[a]Includes District of Columbia
SOURCE: D.O.E.



service complaints, line extensions, etc.; investigates, resolves, and confers with respective utilities on customer complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, separations, settlements, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major telephone construction projects; inspects utility plants on a sample basis to assure adequate maintenance and operating procedures; reviews and revises rules and standards of service for telephone utilities.

Transportation Division. This Division is responsible for safety and economic regulation of all modes of for-hire freight and passenger surface transportation, including some water transportation; it maintains a comprehensive tariff file on both interstate and intrastate rates and processes all requests for changes thereto; checks and maintains all required annual reports; audits transportation freight bills of all State agencies and serves in an advisory capacity on traffic and transportation matters; processes applications for authority and assignment and transfer; maintains the insurance files, issues permits, certificates, identification decals, etc.; conducts safety and economic highway and terminal checks for compliance and investigates all questionable operations; works closely with federal agencies under cooperative agreements; receives and investigates all complaints pertaining to transportation; and reviews and recommends statutory changes and changes in the rules and regulations affecting the regulated transportation industry.

Water and Gas Division. This Division regulates 146 water and 2 gas utilities in Maine, and some related activities involving water resources. The Division analyzes and evaluates rate case exhibits; prepares engineering cross-examination and testifies as expert witnesses in rate proceedings. It prepares and reviews cost allocations and rate studies; conducts conferences with utilities and the public; recommends and advises regarding service standards and rules and regulations of water and gas utilities; reviews plans and specifications on all major water and gas utility construction projects; conducts on-site inspection of water system improvements; advises regarding water main extension and system improvements; inspects gas pipelines to insure safety operations; and conducts on-site investigations of gas explosions and accidents.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and imposed and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for hire over any street or highway in Maine. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Joint Standing Committee on Public Utilities and to confirmation by the Legislature, for terms of seven years. One member is designated by the Governor as chairman, and all three members devote full time to their duties.

PROGRAM: The Commission had a full regulatory docket during the fiscal year 1980-1981. Particularly noteworthy cases included:

Maine Atomic Yankee Shutdown: The Maine Yankee nuclear electric generating facility was closed down pending an investigation of Nuclear Regulatory Commission. During the shutdown, more expensive power than that generated at Maine Yankee was purchased by Maine's retail electric utilities to meet their needs. A complaint was investigated by the Commission which dealt with issues as to whether the ratepayer or stockholders were going to pay for the more expensive power that was purchased during the shutdown. Pending final decision, the Commission issued a temporary rate order requiring that the extraordinary increase cost be written off over a seventeen month period. The Commission adopted the result of its temporary order as its final disposition of the complaint.

Investigation of Rates of Largest Electric Utilities: Investigations into rates of Maine's two largest electric utilities were conducted during the fiscal year. The revenue requirement was determined in both cases during the year and significant portions of the records were developed from which, when completed, the Commission will determine cost of service and rate design issues raised by the Public Utility Regulatory Policy Act.

Rulemaking: Rulemaking proceedings were concluded during the fiscal year which established guidelines and policies for the sale of electricity to utilities by small power producers and cogenerators.

Investigation of Rates of New England Telephone and Telegraph Company: The Commission completed an investigation of the rates of New England Telephone Company, during the fiscal year which resulted in increasing New England's annual revenues by approximately $13,000,000.

Legislative Changes: Significant legislative changes during the fiscal year which affect the Public Utilities Commission jurisdiction include:

1) The creation of the Office of Public Advocate to participate in Public Utilities Commission cases.

2) The requirement that under certain circumstances in electric utility rates a minimum charge replace the customer charge.

3) The authority to purchase and sell electric power.

4) The expansion of the Maine Bond Bank authority to permit tax-exempt financing for utilities.

LICENSES, PERMITS, ETC.:

Intrastate Common Carrier Certificates
Intrastate Contract Carrier Permits
Intrastate Authority License
Motor Carrier of Passengers for Hire License
Electric Utilities—Application for Certificate of Convenience and Necessity
Interstate Operating Authority for Motor Carriers

FINANCES, FISCAL YEAR 1981: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TRUDY A. SULLIVAN, CHAIRMAN
CAROL J. LEIGHTON, Administrative Assistant

Central Office: Stevens School Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333 *Floor:* Basement

Established: September 14, 1979

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include inoffice classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committees held 11 meetings during the fiscal year. During this period the Committee approved rules and regulations to be adopted by the Real Estate Commission. The Committee also approved forty-nine programs that have served over 3,500 licensees.

LICENSES, PERMITS, ETC.:

Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

ROBERT BOURGAULT, CHAIRPERSON, BOARD OF TRUSTEES
WILLIAM G. BLODGETT, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Section 1002

Average Count—All Positions: 33 *Legislative Count:* 42

PURPOSE: The major goal of the (Board of Trustees of the) Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and state police officers employed before 1943), and the employees of 260 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; one member is receiving a retirement allowance under the System selected by the foregoing members of the Board; and the State Treasurer as an ex-officio and non-voting member. The Board elects a chairman from its membership and names a consulting actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System, is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1981, was comprised of 42,292 active members (17,219 teachers, 14,354 state employees and 10,719 employees of participating local districts). In addition there were 24,055 inactive accounts on the System's records (14,123 teachers, 7,212 state employees and 2,720 participating local district employees).

Trust fund reserves of the System at June 30, 1981, totalled $381,376,178, an increase of $65,964,964 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	$172,092,328
Teachers (Post 7/1/24)	239,142,388
Teachers (Pre 7/1/24)	(162,572,899)
Participating Local Districts	132,714,361
Total	$381,376,178

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $25,258,743 more than the previous year's end balance, the Retirement Allowance Fund, which was $37,520,501 greater than at the previous year end, and the Survivor Benefit Fund, which was $3,185,720 greater than the previous year end. Of major significance to the funding integrity of the System was the approval of funding for the old system teacher retirement plan to start in the 1981-82 and 1982-83 biennium. Appropriations of $12,100,000 and $13,200,000 were authorized for each year of the biennium.

State contributions to the System during the past year totalled $57,490,179, of which $29,229,753 was made on account of teachers and $28,260,426 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $16,948,067. Individual members made contributions totalling $36,001,782 as compared with $33,705,766 in the previous year, as may be seen by the following tabulation:

	FY 1979-80	**FY 1980-81**
Teachers	$14,772,755	$15,486,141
State Employees	11,896,170	12,892,034
Participating Local Districts	7,036,841	7,623,607
Total	$33,705,766	$36,001,782

Retirements processed during the last fiscal year totalled 972, representing 315 teachers, 410 state employees and 247 participating local district employees. This represents an increase of 48 retirement authorizations as compared with the previous year. As of June 30, 1981, there were 16,216 persons on the retirement payroll which amounted to $6,942,340. There were 6,972 teachers, 6,152 state employees and 3,092 employees retired from participating local districts on the June 1981 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $82,174,315 during the year, an increase of $5,697,786 over benefits paid during the previous year. This increase was due for the most part to a 4% cost-of-living increase paid to retired state employees, teachers and employees of certain participating local districts which have accepted the cost-of-living feature of the System's statutes (September of 1980), and additional retirees being added to the retirement payroll.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $1,543,470 during the year, an increase of $47,850 over payments under this program during the previous year.

Administrative expenses for the fiscal year were $708,849, an increase of $90,940 compared to the previous year. This increase was reflected in STA-CAP charges ($54,869), personal services ($20,837), and data processing costs ($8,193).

The retired state employee health insurance premiums totalled $992,465 during the fiscal year as compared to $980,359 during the previous year.

During the past fiscal year staff members of the System have met with 44 groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

MAINE STATE RETIREMENT SYSTEM
Balance Sheet
June 30, 1981

Assets

Investments:	
Bonds	$131,375,921.76
Common Stocks	170,133,129.57
Mortgages	5,350,947.28
Commingled Fund	
Morgan Guaranty Trust Company	18,756,691.52
Travelers Insurance Co.	10,620,586.02
	29,377,277.54
Insured Guaranteed Contract	8,069,530.85
Cash—Time Deposit	2,500,077.82
Total Investments	346,806,884.82
Other Assets:	
Cash (Demand Deposit)*	33,892,717.56
Cash (Fiduciary)	574,568.47
Accrued Interest	2,932,865.54
Accounts Receivable (Net)	13,737.21
Miscellaneous	3,753.66
Total Other Assets	37,417,642.44
Total Assets	$384,224,527.26

Trust Reserves & Liabilities

	Total Fund	*State*	*Teachers Post—7/1/24*	*Teachers Pre—7/1/24*	*Participating Districts*
Trust Reserves:					
Members Contribution Fund—Current	$261,979,140.48	$ 89,756,233.59	$127,275,816.06	$ ——	$ 44,947,090.83
Members Contribution Fund—Prior	206,983.31	——	206,983.31	——	——
Retirement Allowance Fund**	102,770,004.07	76,654,075.74	102,460,695.71	(162,572,899.33)	86,228,131.95
Survivor Benefit Fund	16,420,050.35	5,682,018.30	9,198,893.48	——	1,539,138.57
Total Trust Reserves	381,376,178.21	172,092,327.63	239,142,388.56	(162,572,899.33)	132,714,361.35
Liabilities & Operating Reserves:					
Accounts Payable	248,346.54	78,576.85	109,173.14	——	60,596.55
Reserve for Expenditures	721,821.80	306,196.81	304,969.71	——	110,655.28
State Retirees Health Insurance	1,878,180.71	1,878,180.71	——	——	——
Total Liabilities & Operating Reserves	2,848,349.05	2,262,954.37	414,142.85	——	171,251.83
Total Reserves & Liabilities	$384,224,527.26	$174,355,282.00	$239,556,531.41	($162,572,899.33)	$132,885,613.18

Post 7/1/24—Includes teachers who began teaching after this date and have made retirement contributions since July 1924

Pre 7/1/24—Includes teachers who began teaching before this date and who were not required to make retirement contributions until 1945

*—Invested in State Treasurer's "Cash Pool"

**—State includes $8,919,543.28 and Teachers includes $11,922,458.96 from the Disability and Accidental Death Benefits accounts

MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1981

Balance July				$315,411,214.09
Adjustment of Balance Forward				12,531.97
				315,423,746.06
ADDITIONS				
State Contributions				
Teachers:				
General Fund	$22,670,931.62			
Revenue Sharing	6,558,821.38			
		$29,229,753.00		
State Employees:				
General Fund	12,471,685.72			
Highway Fund	6,852,572.75			
Federal Program Fund	4,938,016.34			
Special Revenue Fund	2,051,333.55			
All Other Funds	1,946,818.49			
		28,260,426.85		
Total State Contributions			$ 57,490,179.85	
Participating Local Districts			16,948,067.74	
Academies			41,009.88	
Individual Members			36,001,782.46	
Total Contributions			110,481,039.93	
Net Income From Investments			47,071,951.77	
TOTAL ADDITIONS				157,552,991.70
DEDUCTIONS				
Retirement Allowance Paid	**Number**			
Council Order	2	1,611.48		
Legislative Resolves	8	45,075.19		
Retirement Full Benefits	6903	25,797,137.48		
Ordinary Disability:				
Old Law	79	325,529.46		
Chapter 622, PL 1975	183	1,293,468.43		
Service Incurred Disability	124	515,424.65		
Disability, Chapter 622—July 1, 1978	188	1,363,045.42		
Option I	1537	5,291,816.76		
Option II	1489	5,329,557.33		
Option III	1676	8,413,854.08		
Option IV	551	2,475,441.69		
Option II—Beneficiary	433	918,100.21		
Automatic Option II—Beneficiary	459	1,116,905.73		
Option III—Beneficiary	468	775,067.17		
Option IV—Beneficiary	438	777,713.40		
Automatic Option IV—Beneficiary	94	238,512.91		
Service Incurred Death—Other	11	72,006.08		
15-Year Teachers	138	139,392.70		
10-Year Vested Right	1030	1,530,694.66		
Accidental Death Benefits—July 1, 1979	9	62,051.97		
20-Year Teachers	30	30,507.76		
Law Enforcement Officers—				
Marine Resources	24	166,703.04		
Fish & Wildlife	69	428,218.12		
State Police	128	894,982.02		
25-Year Service-Age 55*	13	53,675.81		
Forest Rangers*	5	33,076.51		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121	8	60,718.95		
Spec. Prov.—Sec. 1092	42	282,170.86		
Benefits by P & S Laws	56	120,803.82		
Prison Guards—Section 1121 Sub-Section 2-F	11	58,931.08		
Special Benefits—Sec. 1092 Sub-Section 4	10	26,464.87		
			58,638,659.64	

Retirement Allowance Adjustment Paid				
Council Order		3,947.88		
Legislative Resolves		5,156.08		
Retirement Full Benefits		11,019,447.81		
Ordinary Disability:				
Old Law		88,658.18		
Chapter 622, PL 1975		298,969.21		
Service Incurred Disability		205,109.35		
Disability, Chapter 622—July 1, 1978		48,078.32		
Option I		2,978,325.48		
Option II		1,670,966.62		
Option III		3,323,618.00		
Option IV		513,489.17		
Option II—Beneficiary		540,348.97		
Automatic Option II—Beneficiary		595,719.68		
Option III—Beneficiary		575,841.45		
Option IV—Beneficiary		150,627.31		
Automatic Option IV—Beneficiary		57,308.31		
Service Incurred Death—Other		31,952.12		
15-Year Teachers		116,918.19		
10-Year Vested Right		661,417.71		
Accidental Death Benefits— July 1, 1979		627.40		
20-Year Teachers		29,330.94		
Law Enforcement Officers—				
Marine Resources		50,660.90		
Fish & Wildlife		156,691.65		
State Police		268,916.06		
25-Year Service—Age 55		35,952.42		
Forest Rangers		6,088.40		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121		20,076.22		
Spec. Prov.—Sec. 1092		45,472.52		
Benefits by P & S Laws		16,782.85		
Prison Guards—Section 1121 Sub-Section 2-F		16,903.71		
Special Benefits—Section 1092 Sub-Section 4		2,253.77		
			23,535,656.68	
Survivor Benefits	**Number**			
Accidental Death— Service Incurred	10	21,712.59		
Spouse—Age 60	259	430,557.89		
Spouse—10-Year Clause	181	313,520.58		
Spouse—Children	217	614,574.28		
Children	44	99,537.13		
Parents	35	63,567.57		
			1,543,470.04	
Refunds				
To Former Members		7,500,904.65		
To Beneficiaries of Deceased Members		270,193.21		
To Survivors of Disability Recipients		40,206.62		
To Beneficiaries of Deceased—Option I		71,468.71		
			7,882,773.19	
TOTAL DEDUCTIONS				91,600,559.55
Balance June 30				$381,376,178.21

*—Includes only those who elected Full Benefits—others under respective options

MAINE STATE RETIREMENT SYSTEM
Administration Funds
Fiscal Year Ending June 1981 and 1980

	General Administration 1981		*General Administration 1980*		*Participating Districts Actuarial Services 1981*	*Participating Districts Actuarial Services 1980*
Revenue:						
State Contributions:						
Teachers:						
General Fund		$362,260.00		$362,260.00		
State Employees:						
General Fund	$166,322.54		$150,823.60			
Highway Funds	80,523.11		78,566.59			
Federal Program Funds	68,107.25		60,619.37			
Special Revenue Funds	22,284.92		21,107.33			
Other State Funds	26,851.37	364,089.19	25,044.90	336,161.79		
Total State Contributions		726,349.19		698,421.79		
Participating Districts		131,628.63		137,576.43	$60,894.00	$59,459.00
Academies		527.53		586.07		
Miscellaneous		30.00		50.00		
Total Revenue		858,535.35		836,634.29	60,894.00	59,459.00
Expenditures:						
Personal Services		349,967.49		329,129.82		
Actuarial Services:						
Towne & Associates		19,714.04		22,016.38	60,894.00	59,459.00
Data Processing		84,321.15		76,128.12		
Utilities		8,442.26		7,989.84		
Postage & Mailing		36,750.55		36,212.08		
Repairs to Equipment		10,244.10		10,376.81		
Printing & Binding		9,334.06		8,841.45		
Office Supplies		11,333.76		8,576.81		
Retirement Costs		59,513.14		55,445.84		
Research & Legal Services		11,804.28		18,490.62		
Health Insurance		11,721.69		10,949.31		
STA-CAP Costs		75,069.52		20,199.83		
General Operating Costs		1,458.65		1,343.98		
Travel		8,247.31		7,643.37		
Office Equipment		10,927.67		4,565.14		
Total Expenditures		708,849.67		617,909.40	60,894.00	59,459.00
Current Year Reserves		149,685.68		218,724.89		
Prior Year Reserves		572,136.12		353,411.23		
Balance of Reserves		$721,821.80		$572,136.12	—0—	—0—

Note: Expenditures have been reduced for the 1981 year by $129,761.00 and charged to the Insurance ($60,510.00) and Social Security ($69,251.00) administration accounts

State Employee Retiree Health Insurance

Fiscal Year Ending June 1981 and 1980

	1981	*1980*
Revenue:		
General Fund	$ 778,816.01	$ 706,397.86
Highway Funds	377,054.65	367,974.68
Federal Program Funds	318,916.62	283,917.02
Special Revenue Funds	104,350.56	98,858.36
Other State Funds	125,733.25	117,300.39
Total Revenue	1,704,871.09	1,574,448.31
Expenditures:		
Health Insurance Premiums	992,465.15	980,359.01
Current Year Reserves	712,405.94	594,089.30
Prior Year Reserves	1,165,774.77	571,685.47
Balance of Reserves	$1,878,180.71	$1,165,774.77

RETIREMENT AND SURVIVOR PAYMENTS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1981	$82,174,316	$1,543,470
1980	76,476,530	1,495,620
1979	70,807,529	1,461,604
1978	64,002,405	1,392,108
1977	54,069,526	1,265,695
1976	47,393,602	1,196,581
1975	44,817,112	1,165,766
1974	38,001,288	1,061,102
1973	30,512,101	992,463
1972	25,477,441	922,512

MEMBERS AND EMPLOYERS CONTRIBUTIONS

Fiscal Year Ending June 30	*Employees*	*Employers*
1981	$36,001,782	$74,438,246
1980	33,705,766	70,249,466
1979	30,544,619	52,000,495
1978	28,002,557	46,456,338
1977	25,890,129	44,340,036
1976	23,888,254	28,450,370
1975	22,241,103	30,386,051
1974	18,772,056	26,255,827
1973	14,744,244	19,503,529
1972	13,578,508	19,217,928

RETIREMENT ALLOWANCE RECIPIENTS

Fiscal Year Ending June 30	*Total*	*Teachers*	*State Employees*	*Local District Employees*
1981	16,216	6,972	6,152	3,092
1980	15,557	6,774	5,878	2,905
1979	14,991	6,626	5,677	2,688
1978	14,272	6,394	5,413	2,465
1977	13,446	6,179	5,035	2,232
1976	12,718	5,967	4,735	2,016
1975	12,070	5,761	4,471	1,838
1974	11,346	5,386	4,301	1,659
1973	10,311	5,020	3,805	1,486
1972	9,321	4,466	3,539	1,316

RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1981:

		Percent
State Employees	410	42%
Teachers	315	32%
Participating Local Districts	247	26%
TOTAL	972	

SURVIVOR BENEFITS—Authorized Year Ended June 30, 1981:

		Percent
State Employees	21	51 %
Teachers	10	24½%
Participating Local Districts	10	24½%
TOTAL	41	

Participating Local Districts	
Towns	105
Sewer & Water Districts	40
Cities	19
S.A.D.'s	17
Counties	16
Housing Authorities	12
Public Libraries	4
Miscellaneous	47
TOTAL	260

FINANCIAL HIGHLIGHTS	*1980*	*1981*
Assets of the Fund at Year End	$317,501,210	$384,224,527
Net Income From Investments	33,905,754	47,071,952
Year End Investments (Cost)	272,523,379	346,806,885
Year End Investments (Market)	288,391,829	364,724,813
Corporate Stocks in Portfolio (Cost)	120,126,223	170,133,130
Percent of Portfolio	44.1%	49.1%
Bonds in Portfolio (Cost)	117,101,914	131,375,922
Percent of Portfolio	42.9%	37.9%
Mortgages in Portfolio (Cost)	5,848,492	5,350,947
Percent of Portfolio	2.2%	1.5%
Insured Guaranteed Contract (Cost)	5,000,000	8,069,531
Percent of Portfolio	1.8%	2.3%
Time Deposits in Portfolio (Cost)	4,000,000	2,500,078
Percent of Portfolio	1.5%	.7%
Commingled Trust Fund	20,446,750	29,377,277
Percent of Portfolio	7.5%	8.5%

PUBLICATIONS:

Maine State Retirement System Laws, 1978 Revision

Informational Handbook—Maine State Retirement System—For State Employees and Public School Teachers—1978 Revision—For Employees of Participating Districts—1977 Revision

Explanation of Group Life Insurance—Basic, Supplemental and Dependent

Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1980

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	444,668					444,668
Retirement	78,488					78,488
Computer Services—State	92,559					92,559
Commodities	12,690					12,690
Grants—Subsidies—Pensions	62,031,466					62,031,466
Equipment	11,746					11,746
Interest—Debt Retirement	7,717,153					7,717,153
Transfers to Other Funds	43,542,047	243,530				43,298,517
Other Contractual Service	792,100					792,100
TOTAL EXPENDITURES	114,722,917	243,530				114,479,387

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* Title 38, M.R.S.A., Sect. 951 et seq.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary application form. During this fiscal year, the Commission conducted 5 public hearings and considered 45 applications for permits or variances. The Commission also considered 15 amendments to permits previously granted. Commission staff has also conducted 77 site investigations and has issued a total of 32 Certificates of Compliance during the twelve month period. Among the items considered by the Commission this year was an application for a permit to develop an area within a Resource Protection District of the Corridor as a canoe access site for commercial canoe rental business. The proposal included expansion of a parking lot, seasonal location of self-contained toilets and construction of a small building for storage, office space and retail sale of food and canoe-related items. After originally denying the entire application, the Commission, upon a request for reconsideration, held a public hearing on the matter, and after much deliberation, granted a conditional permit for the proposal. The Commission's decision included a prohibition against all retail sale of goods on that portion of the parcel which was within the Resource Protection District of the Corridor.

The issues related by this application and by others involving recreational development are considered to be of high importance to the Commission. While the Commission recognizes the recreational value of the Saco River and its major tributaries, it must be concerned with the impact of recreational development within the Corridor as it effects the whole resource. As part of its concern about the river as a recreational resource the Commission, through its staff, is involved in a study of recreational use of the Saco. The study, which encompasses recreational use in both Maine and New Hampshire, is being conducted by the Southern Maine Regional Planning Commission under the guidance of an advisory committee of Maine and New Hampshire citizens, including riparian landowners and recreation industry representatives. The goal of the study is to assess recreational use of the river and develop a management strategy which will provide protection for the resource while enhancing river-based recreational opportunities within the valley.

Of continuing concern to the Commission is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full time local government officials, the Commission staff is often sought by the citizens to provide advice concerning environmental issues and regulations.

The Commission, during the past year, has dealt successfully with several situations requiring enforcement of the provisions of the Act. A violation of the timber-harvesting standards outlined by the Saco River Corridor Act resulted in an order by the Commission for remedial measures to alleviate the effects of the overcut. Two other cases involving violations of the performance standards of the Act were successfully remedied through acquisition of additional land by the property owners, resulting, finally, in compliance with the Act and issuance of permits for the residential construction involved.

In summary, while the Commission's activities this year have been many and varied, its first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which the Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:

- Building—within the statutorily defined corridor
- Filling—within the statutorily defined corridor
- Excavating—within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. Informational pamphlet (free)

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	$ 5,158.00					$ 5,158.00
Licenses/Permits/Fees	480.00					480.00
Interest	1,096.58					1,096.58
Revenue/Federal Govt.	—0—					—0—
Revenue/Local Govts.	23,000.00					23,000.00
Revenue/Private Sources	—0—					—0—
Receipts From Other Funds	1,702.84					1,702.84
Legislative Approp/Alloc	10,000.00	10,000.00				
TOTAL RESOURCES	$41,437.42	$10,000.00				$31,437.42
EXPENDITURES						
Salaries and Wages	$16,845.72	$10,000.00				$ 6,845.72
Prof. Services Not By State	5,100.00					5,100.00
Travel Expense	673.96					673.96
Utilities	323.25					323.25
Rents	2,400.00					2,400.00
General Operating Expense	4,462.24					4,462.24
Other Supplies	527.92					527.92
Unemployment Comp.	428.12					428.12
Equipment Purchases	75.00					75.00
TOTAL EXPENDITURES	$30,836.21	$10,000.00				$20,836.21
Unexpended Balance	$10,601.21	—0—				$10,601.21

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412

Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693

Average Count--All Positions: 7 *Legislative Count:* N/A

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, and the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 81 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $250,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced, with publicity being the only semi-major expenditure along these lines. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to representing the industry's interest in international negotiations for conservation and management of the herring fisheries resource, on sardine standards and tariffs and trade.

In order for the Sardine Council to continue to carry on its activities, the Sardine Industry petitioned the 110th Legislature to increase the sardine tax from 25¢ to 40¢ per case. The Legislature enacted this increase and this has now become law.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry.

Sardine Industry. During the 1980 season, the Industry saw one of the largest catches of herring on the Maine coast in recent years. However, most of these fish were too large for the packing of sardines and thus the Industry was only able to pack a little over 800,000 cases, which was down 20% from the average of recent years. However, indications look good for 1981, as the 1979 year class of herring looks to be a good one. The State of Maine and the New England Regional Fishery Management Council continue to enact regulations for the Herring Fishery off New England to properly manage this resource.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	97,091		97,091			
Retirement	16,676		16,676			
Rents	6,343		6,343			
Commodities	17,159		17,159			
Grants—Subsidies—Pensions	8,359		8,359			
Transfers to Other Funds	6,242		6,242			
Other Contractual Service	140,798		140,798			
TOTAL EXPENDITURES	292,668		292,668			

MAINE SCHOOL BUILDING AUTHORITY

HAROLD RAYNOLDS, JR., CHAIRMAN
LEROY O. NISBETT, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mailing Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20 M.R.S.A., Sect. 3504
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

SCHOOL BUILDING AUTHORITY

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 81 as outlined above.

Although this is an annual report for FY 81, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments (Estimated)	623,776.89
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1980 through January 1, 1981 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$7,913,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 662,000.00
Outstanding Bonds at End of Period	$6,558,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1981.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE
ELSIE BOWEN, Deputy Secretary of State
JAMES S. HENDERSON, Deputy Secretary of State
LINWOOD F. ROSS, Deputy Secretary of State

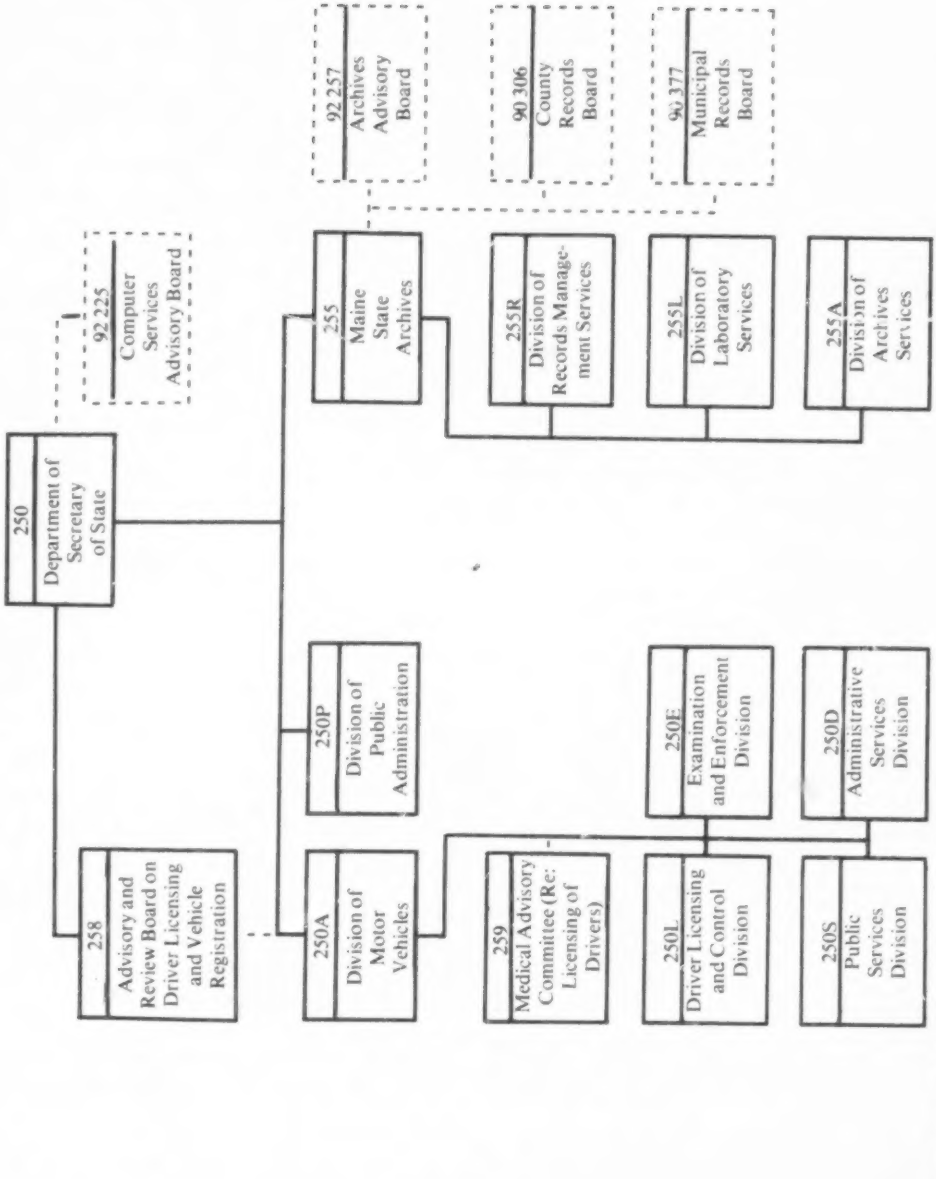
Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 315 *Legislative Count:* 347.5
Organizational Units:

- Public Administration Division
- Administration Bureau
- Administrative Procedures Office
- Commissions and Pardons Bureau
- Corporation Bureau
- Elections Bureau
- Public Disclosure Bureau
- UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; administers the Charitable Soliciations Act; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29


250 Department of Secretary of State
92 225 Computer Services Advisory Board
258 Advisory and Review Board on Driver Licensing and Vehicle Registration
250A Division of Motor Vehicles
250P Division of Public Administration
255 Maine State Archives
92 257 Archives Advisory Board
90 306 County Records Board
90 377 Municipal Records Board
255R Division of Records Management Services
255L Division of Laboratory Services
255A Division of Archives Services
259 Medical Advisory Committee (Re: Licensing of Drivers)
250L Driver Licensing and Control Division
250E Examination and Enforcement Division
250S Public Services Division
250D Administrative Services Division

Approved by Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,621,684	618,482	6,816	2,996,386		
Retirement	658,141	110,010	990	547,141		
Computer Services—State	324,768	12,006		312,762		
Rents	149,843	6,492		143,351		
Commodities	622,572	175,097	11	447,464		
Grants—Subsidies—Pensions	65,727	2,380		63,347		
Buildings and Improvement	54,615			54,615		
Equipment	279,653	15,068	6,767	254,713	3,105	
Transfers to Other Funds	187,378		287	187,084	7	
Other Contractual Service	747,196	107,872	25	639,236	63	
TOTAL EXPENDITURES	6,711,577	1,047,407	14,896	5,646,099	3,175	

1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

PROGRAM: The Program of the Secretary of State is implemented through its sections and divisions.

Motor Vehicle Division. This Division supervises the licensing of motor vehicle operators and the registration of all types of motor vehicles. Its long-range plans, forming the basis of the purpose of the Division, are to insure orderly record-keeping relating to motor vehicles and motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State.

Maine State Archives. The Archives is charged essentially with responsibility for the safe and orderly preservation of all important State records and documents and to provide to the public free, but controlled, access to a multitude of various State records.

Division of Public Administration. The division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Minister
- Regulations:
  - Regulation of Trading Stamp Companies
- Commissions:
  - Justice of the Peace
  - Notary Public
- Filings:
  - Administrative Rules & Regulations
  - Domestic Profit & Nonprofit Corporations
  - Foreign Profit & Nonprofit Corporations
  - Log Wood Marks
  - Miscellaneous Filings by State Agencies
  - Trade Marks
  - Uniform Commercial Code
  - Uniform Limited Partnership
  - Union Labels
  - Lobbyist Registrations
  - Charitable Solicitors & Professional Fund Raisers

PUBLICATIONS:

- Business Corporations, Laws Relating To
- Corporations Without Capital Stock, Laws Relating To
- Election, Laws Pertaining To
- Election Officials Guidebook
- Marriage & Marriage Records, Laws Relating To
- Running For Office In Maine
- Trademark Law
- Uniform Commercial Code @ $1.50 per copy
- Uniform Limited Partnership Act
- Registered Lobbyist

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included in the Consolidated Financial for this Department.

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2761
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1943 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 71 *Legislative Count:* 71

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: FY 81 was highlighted by the completion of the Plate Manufacturing Facility at Warren, Maine. It is staffed by two State employees from the Maine State Prison, who supervise work release personnel from the minimum security unit. This program has been operating for eight months, and is providing the Division a reliable plate production source without fear of shut down. FY 81 was also highlighted by the opening of a new Branch office in the Rainbow Mall, Portland, providing adequate parking space, comfortable quarters, at a reasonable fee.

In FY 81, a change was made in the type and style of License Plate Validation Devices at a cost savings of $10,000. In addition, the Division also eliminated Departmental Mail Services in favor of the State Central Mail Services.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,822,058 in FY 81 and are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94

Average Count—All Positions: 18 *Legislative Count:* 18

Organizational Units:

Office of the State Archivist
Division of Archives Services
Division of Laboratory Services
Division of Records Management Services
Archives Advisory Board
Advisory Committee on Judicial Records
County Records Board
Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: During FY 81, emphasis has been placed on improving and strengthening procedures to meet a marked increase in public demand for agency services. The increase in user demand reflects a nationwide trend which has become a matter of serious concern within the profession, as archival agencies in all States have become subjected to public use at a volume which their facilities and resources were never designed to contain. By reassigning some personnel and instituting structural and operational changes in the Public Search Room, it has been possible for the Maine State Archives to maintain the past level of assistance in in-person researchers without curtailing or eliminating services in response to out-of-state mail requests for information, as some records repositories around the country have been compelled to do. The agency has cooperated with and provided assistance to the American Association of State and Local History, the Public Archives of the Province of Manitoba, and the State of Rhode Island in connection with this issue and other projects concerning the development of archival facilities and programs.

Interest in the preservation and use of public records at the local level has increased as well; and assistance by the Maine State Archives over a three-year period was successfully concluded in the Spring of 1981, when the Town of North Yarmouth and the Town's historical society established an archival and records management program for the records of North Yarmouth, utilizing a new vault area in the Town Hall. The agency also undertook a wide variety of technical assistance services to counties and municipalities as well as providing records storage for small towns and plantations that have no facilities for this purpose. Counties and municipalities continue to store security microfilm with the agency, and the Maine State Archives has also provided records storage for counties and municipalities that encountered emergency space problems. Since the agency's inception, it has undertaken a wide variety of services for the Judicial Branch, including storage and reference services for the records of all courts through the year 1929. Policies to facilitate the administration of the noncurrent, permanently valuable records of the Judicial Branch by the Supreme Judicial Court and the Maine State Archives were recently adopted by the Legislature which authorize the transfer of such records to the Maine State Archives upon such reasonable terms and conditions as the State Archivist and the Supreme Judicial Court may agree to be kept in accordance with the Archives and Records Management Law.

Publications Program. Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives,* a technical assistance manual on records storage and preservation for use by local government agencies; a bibliography on Maine lands and forests; various documentaries, special lists and finding aids.

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Microfilm Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives. Agency staff have conducted seminars and classes in the research use of records.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS:

Informational Brochures:

(1) *Military Records in the Maine State Archives.* Free.
(2) *Records Available for Genealogical Research in the Maine State Archives.* Free.
(3) *Land Office Records in the Maine State Archives.* Free.
(4) *Records Relating to Local History in the Maine State Archives.* Free.

Reference Publications:

(5) *Maine State Archives, Microfilm List: Maine Town Records and Maine Census Records.* $1.00
(6) *Agencies of Government, State of Maine, 1820-1971: Part I Constitutional and Public Law Agencies: Part II Private and Special and Resolve Agencies.* Free.
(7) *Public Record Repositories in Maine.* $2.00

Operations Manuals:

(8) *Disposition of State Records.* Free.

Documentary Publications:

(9) *Dubros Times: Selected Depositions of Maine Revolutionary War Veterans.* Free.

Special Publications:

(10) *In Commemoration of Joshua Lawrence Chamberlain: A Guide-Bibliography.* Free.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	263,963	263,963				
Retirement	46,355	46,355				
Commodities	24,185	24,185				
Equipment	6,895	128	6,767			
Other Contractual Service	29,096	29,096				
TOTAL EXPENDITURES	370,494	363,727	6,767			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM:

Division of Archives Services. Reference services for permanently valuable State records were provided to more than 5,000 in-person visitors to the Archives Search Room. Upwards of 6,000 requests for research information were received by mail and telephone. The volume of information referrals from other State agencies has also substantially increased.

Efforts continued to improve intellectual control over Maine State Archives holdings of permanently valuable State records through the development of inventories, indexes, guides and special lists, but public demands for service have preempted staff time available for such projects. A special project to compile data from the agency's extensive map holdings was undertaken, in which names of surveyors, map-makers or publishers, locations, special features and other information about each map will be transcribed and eventually translated into a computerized retrieval system. An extensive topical index has also been developed for the "Legislative Graveyard" (Legislative Bills that failed of enactment and other Legislative papers), which has been completed through the year 1835. Other projects to select, process and arrange specific bodies of material were undertaken in preparation for microfilming, restoration laboratory work or publication.

Technical assistance was provided by Division specialists to local government agencies and non-profit organizations as Maine State Archives resources permitted.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

DIVISION OF DRIVER LICENSING AND CONTROL

GEORGE STORER, DIVISION CHIEF
SHIRLEY HARVEY, BRANCH CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2398
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1920 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 56 *Legislative Count:* 56

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver License and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary function and activities of the Division of Driver Licensing and Control, were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions to driver histories; case review of individual driver records for appropriate administrative action against repeat violators, or suspending the license or registration as mandated by law; conducting administrative hearings as requested by the individual to whom action was taken against, either by reason of convictions or uninsured accidents. Hearings were also conducted for those suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor. A major accomplishment during FY 81, was revising the system of scheduling administrative hearings to primarily a walk-in system. Reduction in costs of conducting hearings was realized in addition to reducing the waiting time for a hearing, as previously experienced.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $752,351 in FY 81 and are, by administrative decision, included with those of Division of Motor Vehicles.

ADVISORY AND REVIEW BOARD ON DRIVER LICENSING AND VEHICLE REGISTRATION

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1966 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 258; *Citation:* 29 M.R.S.A., Sect. 2246

Average Count—All Positions: 68 *Legislative Count:* 0

PURPOSE: The Advisory and Review Board on Driver Licensing and Vehicle Registration was established to promote highway safety by assisting the Secretary of State in the promulgation of procedures, rules and regulations relating to motor vehicle operators and operations. The Board is authorized to assist the Secretary of State in reviewing the effectiveness of any point system adopted by him; to review procedures relative to the issuance, suspension and revocation of operators' licenses and certificates of registration; to review rules and regulations adopted by him; and to advise him of suggested changes for the purpose of promoting safety on the highways.

ORGANIZATION: The Advisory and Review Board on Driver Licensing and Vehicle Registration, established in 1966, consists of twelve members appointed by the Secretary of State, including the Chief of the State Police or his designee, and representatives of the District Courts, county attorneys, Motor Vehicle Division, Maine Highway Safety Committee, Maine Trial Lawyers Association, insurance industry, Maine State Bar Association, Maine Municipal Association, Maine Chiefs of Police Association, Maine Sheriffs Association and Highway Users Conference. Except for the Chief of the State Police or his designee, who is a permanent member of the Board, appointments are for terms concurrent with the term of the Secretary of State.

PROGRAM: The Advisory and Review Board met during FY 81 for review/evaluation of the Point System for driving offenses and review of current licensing and vehicle registration procedures. The Point System was updated to coincide with amendments to the Motor Vehicle Laws.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

EXAMINATION AND ENFORCEMENT DIVISION

WILLIAM DOWLING, DIVISION CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3585
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 0 *Legislative Count:* 68

PURPOSE: The Division of Examinations and Enforcement was established to provide services in the areas of Driver Licensing, Supervising of Commercial Driving Schools, Dealer Licensing, and the enforcement of dealer and title violations on a statewide basis. Such operations include making possible only the safest drivers to be licensed and conduct investigations in areas responsible to the Secretary of State.

ORGANIZATION: The Division of Examinations and Enforcement was established in FY 80 at which time three major functions were placed within the Division. These functions include the section of Driver Licensing, Dealer Licensing, and Investigations. These three functions make up both a substantial administrative unit as well as a moderate number of field personnel.

PROGRAM: The Division of Examinations and Enforcement is now testing at twenty-five locations within the state for Class 3 and motorcycle operator's licenses. Ten of these locations are Branch offices that are maintained by the Division of Motor Vehicles. The remaining fifteen facilities are located within town offices or town designated locations. These facilities are provided without cost to the state. In addition to these locations, the Division has six mobile units to test at twenty-six additional locations for Class 1, Class 2 and school bus operator's licenses. Both knowledge and skill tests are administered to determine if the applicant is capable of operating larger vehicles. These exams are conducted at various locations throughout the state, provided by the Department of Transportation and various state armories, at no charge to the division.

The Division also has completely automated the scheduling process for driver examinations. By use of the Motor Vehicle computer system, this provides better and faster services to the public, and allows the administrative staff to perform more accurately and efficiently. In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle inspectors in 1978 were given limited enforcement powers to ensure that non-compliance title materials are submitted and processed according to statute. Other changes include the change in the color of dealer plates and legislation, eliminating dealer plate abuses.

LICENSES, PERMITS, ETC.:

Licenses:
- Driver licenses—Class (1) (2) (3)
- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer
- Loaner
- Transporter
- Bus operator
- Commercial driver education school license

Permits:
- Instruction—Class (1) (2) (3) and motorcycle
- Permit for dealer to operate loaded vehicles

PUBLICATIONS:

Driver Examination Manual—no fee
Motor Vehicle Laws Title (29)—no fee
Rules and Regulations—no fee
Commercial Schools—no fee

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,270,773 in FY 81 and are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate. A special project was undertaken to make new copy negatives for the photographs of George W. French. Mr. French was an internationally known photographer and winner of numerous awards who did much photographic work for the former Maine Development Commission. The photographic work he did for the Commission is now in the custody of the Maine State Archives, and the agency mounted a representative exhibition of his photographs which has received widespread attention.

The Photoduplication Laboratory tested and accepted for storage security microcilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY COMMITTEE (RE: LICENSING OF DRIVERS)

DR. WILBUR B. MANTER, CHAIRMAN
ROBERT C. BURKE, SOCIAL-MEDICAL COORDINATOR

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation.* 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Committee was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the

Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Committee. The Committee formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Committee was authorized in 1971 to consist of five members appointed by the Secretary of State with the assistance of the Commissioner of Human Services.

PROGRAM: Major accomplishments during the past fiscal year include:

1. The Secretary of State appointed the Medical Coordinator as Executive Director for the Medical Advisory Committee for the Secretary of State. This change will allow the Medical Coordinator to appoint new doctors to the Medical Advisory Committee and set up Specialized Committees in the interest of highway safety.
2. The Medical Coordinator was appointed to the National Committee for Medical Standards for the American Association for Automotive Medicine at their annual meeting last fall at the Rochester School of Medicine.
3. Cardiac Standards for school bus driver's have been suggested by our Chairman, Dr. Wilbur Manter, Cardiologist. These standards will be adopted in a board meeting with the Medical Advisory Committee and concerned members of the Department of Education Committee.
4. A study has been initiated by physicians concerned with rehabilitation medicine to obtain a driver's simulator and van. The proposal is being coordinated with the Departments of Mental Health and Corrections, Transportation, and the Motor Vehicle Division.
5. Statistical studies have been updated for the 1980-1981 period and they show clear and convincing evidence of the relationship between the medical diagnosis and accident causation.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1905 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 261 *Permanent Legislative Count:* 296

PURPOSE: The Division of Motor Vehicle was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and eleven branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and four Divisions, Administrative Services, Driver Licensing Control, Examination and Enforcement and Public Services.

PROGRAM: FY 81 saw changes in the Division due to a reduction in available funds. The Bath Motor Vehicle Branch was closed, and although the positions were abolished, no layoffs were necessary, as the personnel were transferred to existing vacancies. Furthermore, the system of scheduling administrative hearings was revised to primarily a walk-in system. Reduction in costs of conducting hearings was realized in addition to reducing the waiting time for a hearing. In addition, driver license examination sites were provided at no fee by a number of municipalities.

During FY 81 the specifications for License Plate Validation devices were modified to permit padding of the stickers rather than individual plastic envelopes. This resulted in a substantial monetary savings and are easier to handle. Furthermore, controls were instituted at the larger branch offices to direct the customers to the next vacant service window. This did not reduce the line, however, the waiting for a vacant service window was equalized for all. In addition, the Division eliminated an income Wide Area Telephone Service line. Lastly, the Plate Manufacturing Facility was completed at Warren, Maine, providing the State with a reliable plate production source without fear of shut down.

The Municipal registration program continued its expansion, to provide local service to the public. The authority of municipal agents was expanded so that they may now renew trailer re-registrations.

LICENSES, PERMITS, ETC.:

License:
- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles which are registered
- Bus Operator

Registration:
- Passenger Car
- Truck
- Motorcycle
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:
- Instruction (operator)
- Instruction (motorcycle)
- Transit (registration allowing one way trip of unregistered vehicle)
- To Cross Highway (golf carts, lawnmowers, etc.)
- Short term gross weight increase
- To Operate School Bus

PUBLICATIONS:
- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,996,386			2,996,386		
Retirement	547,141			547,141		
Computer Services—State	312,762			312,762		
Rents	143,351			143,351		
Commodities	447,464			447,464		
Grants—Subsidies—Pensions	63,347			63,347		
Buildings and Improvement	54,615			54,615		
Equipment	257,818			254,713	3,105	
Transfers to Other Funds	187,091			187,084	7	
Other Contractual Service	639,299			639,236	63	
TOTAL EXPENDITURES	5,649,274			5,646,099	3,175	

DIVISION OF PUBLIC ADMINISTRATION

JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333 289-3676
Established: 1979 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 26.5 *Permanent Legislative Count:* 26.5

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has a significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; disclosure of information by lobbyist and political candidates and committees; engrossing of bills for the Maine Legislature.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus.

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A newly instituted computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws; and assisting in the preparation of several significant changes and departmental program evaluation directed at improving election procedures and departmental services.

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

UCC Bureau: The Uniform Commercial Code generates hundreds of filings and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

LICENSES, PERMITS, ETC.:

Regulations:
  Regulation of Trading Stamp Companies
Commissions:
  Notary Public
Filings:
  Administrative Rules and Regulations
  Domestic Profit & Nonprofit Corporations
  Foreign Profit & Nonprofit Corporations
  Miscellaneous Filings by State Agencies
  Trade Marks & Servicemarks
  Uniform Commercial Code
  Uniform Limited Partnership
  Union Labels
  Lobbyist Registrations

PUBLICATIONS:

Business Corporations, Laws Relating To
Corporations Without Capital Stock, Laws Relating To
Election, Laws Pertaining To
Election Officials Guidebook
Running for Office in Maine
Trade Mark & Servicemark Laws
Uniform Commercial Code at $1.50 per copy
Registered Lobbyist

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	361,335	354,519	6,816			
Retirement	64,645	63,655	990			
Computer Services—State	12,006	12,006				
Rents	6,492	6,492				
Commodities	150,923	150,912	11			
Grants—Subsidies—Pensions	2,380	2,380				
Equipment	14,940	14,940				
Transfers to Other Funds	287		287			
Other Contractual Service	78,801	78,776	25			
TOTAL EXPENDITURES	691,809	683,680	8,129			

PUBLIC SERVICES DIVISION

GEORGE WHALEN, DIVISION CHIEF
JENNIE BREED, BRANCH CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3656
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 96 *Permanent Legislative Count:* 96

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicles, to issue motor vehicle operator license renewals, to issue motor vehicle titles, and, to establish reciprocity agreements relating to these subjects with other jurisdictions.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970, and reorganized in 1978 into a Division. The Bureau was significantly expanded in 1974, as a consequence of the enactment of the Motor Vehicle Title and Anti-Theft Law, which requires the titling of all 1975 model year vehicles and those subsequently manufactured. The Title Law serves to provide registrants with a document of vehicle ownership, provides a standard method of recording liens on vehicles, and also serves as an anti-theft measure. The Bureau of Public Services was further expanded in 1976 by the implementation of the municipal or local registration program, which authorizes the Secretary of State to appoint municipal tax collectors to process vehicle registrations. This program has been well received, both by the public and by municipal officials, to the extent that three hundred and sixty communities now participate in the program, and collectively process some 12 million dollars in registrations each year. Prior to establishment of the municipal registration program, the public was obliged to either visit one of the ten Motor Vehicle Branch Offices located throughout the state, or to mail their application to the main Motor Vehicle Office in Augusta, in order to have license and registration applications processed.

PROGRAM: Fiscal Year 1981 was highlighted by the continued expansion of the municipal registration program. The authority of municipal agents was expanded so that they may now renew trailer re-registrations. Further, agents from fifty-one additional communities successfully underwent a course of instruction offered by the Division of Public Services, and are now qualified and authorized to issue new registrations, and process transfers of registration from one vehicle to a replacement vehicle. There are now communities offering this service, with all other communities in the program limiting their service to the processing of registrations only.

One long range plan developed in fiscal year 1981, and enacted in law by the 110th Legislature, establishes a logical restriction on the Title program in that once a vehicle becomes 10 years old, it is no longer subject to the Title Law. This will make it unnecessary to title older vehicles. The rationale for this being that an older vehicle is diminished value and not normally the subject of a lien nor the target of auto thieves.

LICENSES, PERMITS, ETC.:

Motor Vehicle Operator Licenses
Vehicle Registrations
Titles for 1975 and newer vehicles
Transit permits for one trip only
Short-term registered weight increases
Highway crossing permits (golf carts, etc.)

PUBLICATIONS:

Motor Vehicle Laws (no fee)
Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $1,666,949 in FY 81 and are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

THEODORE T. GINGROW, RECORDS MANAGEMENT OFFICER

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for creating, maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMITTEE ON SPRUCE-FIR SILVICULTURE

A. TEMPLE BOWEN, JR., FOREST INSECT MANAGER

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Authorizing Law expires Oct. 1, 1981*
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 298; *Citation:* 12 M.R.S.A., Sect. 8412
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the Committee's purpose to approve rules issued by the Director, and the Bureau of Forestry, providing standards for silvicultural withdrawals. Furthermore it hears appeals of decisions of the Director or of the State Entomologist under these programs and advises and consults with the Director on Spruce-Fir Silviculture.

The director adopts, and may from time to time amend and repeal, subject to the approval of the Committee on Spruce Fir Silviculture, rules relating to the qualifications of parcels of forest land for silvicultural treatment designation and new market withdrawal. The purpose and scope of such rules is the reduction of the vulnerability and susceptibility of the Maine spruce fir forest to spruce budworm depredations, the reduction of the economic losses to the State of Maine from such depredations as do occur, and to assure future supplies of spruce and fir. Such rules establish standards for forest management, including, but not limited to, timber stand improvement and harvesting, in accordance with sound silviculture principles. Economic considerations as well as all other relevant considerations are taken into account in determining such rules. The director shall promulgate only those rules directly related to the foregoing purposes.

ORGANIZATION: The Committee elected a chairman at its first meeting in June 1976. An executive director was hired and assumed duties on July 6, 1976.

The Committee itself consists of 5 Maine citizens, at least 3 of whom are foresters who are knowledgeable as to commercial forest land management. They are appointed for terms of 2 years each by the Commissioner of Conservation with the advice and consent of the Governor. Each member is entitled to his actual expenses and $50 per diem to be drawn from the Budworm Suppression Fund. They are subject to removal for cause by the commissioner with the approval of the Governor.

PROGRAM: The Committee approved the final rules which were signed by the Director of the Bureau of Forestry, on July 30, 1976. In the spring of 1977, the Committee met to consider minor revisions to the rules and review progress. A mailing was made to all affected land owners advising them of the silvicultural withdrawal program. No new business was taken up in the FY 1978. By 1979, the Committee had approved withdrawals totalling roughly 1.4 million acres. At the end of 1980 the Committee had approved automatic and silvicultural withdrawals totalling about 1.75 million acres.

PUBLICATIONS:

- Marketing Guide for Spruce-Fir and Spruce Budworm Damaged Timber. (Free)
- Spruce Budworm Programs in Maine, 1976-1981. (Free)
- Notes on the Economics of Spruce Budworm Control; UMO School of Forest Resources; Tech Note No. 67, 1977. (Free)
- Spruce Budworm Policy 1978-1981. Transition Strategy Paper. Apr. 1978. (Free)
- Spruce Budworm in Maine, 1910-76. Compiled by David Weed. MF9, 1977. (Free)
- Spruce Budworm in Maine: 1977. Ent. Div. Technical Dept.-No. 3. March 1978. (Free)
- Spruce Budworm in Maine: 1978. Ent. Div. Tech. Report #8. (Free)
- Spruce Budworm in Maine, 1979. Ent. Div. Tech. Report #14 (Free)
- A History of Forest Conditions, Forest Industries and Policy from 1800-1981; 1979. (Free)
- Silvicultural Methods for Reducing Wind Damage after Cutting in Spruce and Fir Stands.

FINANCES, FISCAL YEAR 1981: There were no expenditures in FY 81 by this unit.

ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

LEIGHTON H. COONEY, JR., DIRECTOR BPI

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: October 1, 1975 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 301; *Citation:* 5 M.R.S.A., Sect. 350

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

DEPARTMENT OF TRANSPORTATION

GEORGE N. CAMPBELL, JR., COMMISSIONER
DANIEL WEBSTER, JR., Deputy Commissioner

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

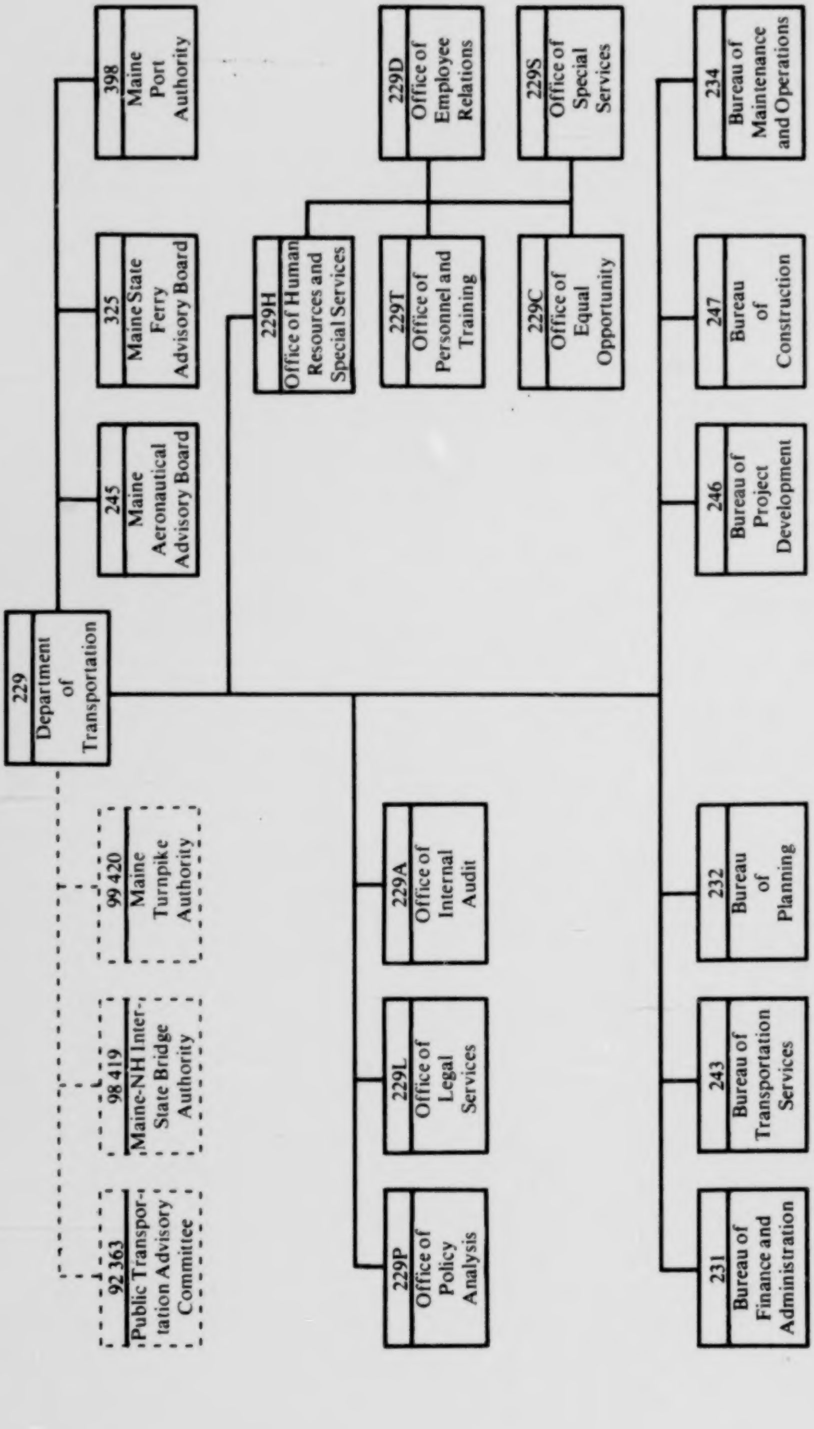
Average Count—All Positions: 2,400 *Legislative Count:* 7

Organizational Units:

Bureau of Finance and Administration
Bureau of Transportation Services
Bureau of Planning
Bureau of Project Development
Bureau of Maintenance & Operations
Bureau of Construction
Human Resources and Special Services Group
Office of Policy Analysis
Office of Legal Services
Office of Internal Audit
Maine State Ferry Advisory Board
Maine Port Authority
Maine Aeronautical Advisory Board

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17


229
Department of Transportation
92 363
Public Transportation Advisory Committee
98 419
Maine-NH Inter-State Bridge Authority
99 420
Maine Turnpike Authority
245
Maine Aeronautical Advisory Board
325
Maine State Ferry Advisory Board
398
Maine Port Authority
229P
Office of Policy Analysis
229L
Office of Legal Services
229A
Office of Internal Audit
229H
Office of Human Resources and Special Services
229T
Office of Personnel and Training
229D
Office of Employee Relations
229C
Office of Equal Opportunity
229S
Office of Special Services
231
Bureau of Finance and Administration
243
Bureau of Transportation Services
232
Bureau of Planning
246
Bureau of Project Development
247
Bureau of Construction
234
Bureau of Maintenance and Operations

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	33,819,828	129,619		31,712,671		1,977,538
Retirement	6,513,946	22,480		5,687,630		803,836
Rents	16,786,176	1,060	269	16,479,826		305,021
Commodities	14,297,114	5,314	183	13,260,119	86	1,031,412
Grants—Subsidies—Pensions	8,670,664	414,255	2,842	4,028,183	3,550,166	675,218
Purchases of Land	4,772,383			1,350,197		3,422,186
Buildings and Improvement	79,258			29,686		49,572
Equipment	44,005,064	16,723		1,779,176	41,853,610	355,555
Interest—Debt Retirement	9,027,324			8,904,634		122,690
Transfers to Other Funds	3,302,368	1,541,589	748	1,717,737	922	41,372
Other Contractual Service	18,234,134	301,421	37,323	5,319,607	50,740	12,525,043
TOTAL EXPENDITURES	159,508,259	2,432,461	41,365	90,269,466	45,455,524	21,309,443

TRANSPORTATION

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organization chart reflects these Bureaus and other units established in accordance with the Ernst and Whinney management study recommendations.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF TRANSPORTATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Commodities	987					987
Grants—Subsidies—Pensions	695,878	22,510				673,368
Purchases of Land	3,422,186					3,422,186
Buildings and Improvement	49,523					49,523
Equipment	336,841	16,723				320,118
Other Contractual Service	399,743	15,436				384,307
TOTAL EXPENDITURES	4,905,158	54,669				4,850,489

BUREAU OF FINANCE AND ADMINISTRATION

HENRY L. CRANSHAW, DIRECTOR
STANLEY J. SOBUS, Assistant Director

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 60 *Legislative Count:* 0

Organizational Units:

Financial Management	Computer Services
Systems & Support Services	Contract Audit

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, and Contract Audit.

PROGRAM: In recognition of a declining revenue environment and the inflationary cost trend, considerable effort was devoted to the fiscal management of all Department programs. Efforts were expended in a detailed review and comparison of actual revenues with estimated projections and the development of revised expenditure limits for the various programs. In addition, the reduction in revenues, in conjunction with a substantial increase in operating expenses, necessitated a comprehensive review of all requirements for travel, purchasing supplies and equipment, and filling personnel vacancies.

In an effort to increase the cash flow of Federal funds received from the Federal Highway Administration, the Bureau is utilizing a bi-monthly Federal billing system which results in additional income through increased interest revenues. Considerable effort was employed during the second half of Fiscal Year 1981 in the development of new organizational unit codes to be used for the purpose of assisting and improving Department cost accounting records and procedures. This computerized code system will permit financial reports to be generated which will provide Bureau and Division Heads with information concerning all expenditures by individual units within their organizations. The new system is being utilized on a test basis and effective July 1, 1981 will be used as a primary source of data for financial management within the Department.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION (TRANSPORTATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,669,222			2,669,222		
Retirement	475,209			475,209		
Rents	428,126			428,126		
Commodities	88,072			88,072		
Grants—Subsidies—Pensions	1,151,386			475,955	675,431	
Purchases of Land	1,347			1,347		
Equipment	101,406			—63,383	164,789	
Transfers to Other Funds	1,021,900			1,021,900		
Other Contractual Service	1,048,588			1,048,588		
TOTAL EXPENDITURES	6,985,256			6,145,036	840,220	

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN
RICHARD P. DiPIETRO, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: March 27, 1978 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directions and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: During FY 80 the Maine Aeronautical Advisory Board held three meetings on the following dates: July 30, 1980, November 25, 1980, and June 29, 1981. Copies of the minutes of these meetings are kept on file in the offices of the Aeronautics Division.

The Board completed its study relative to the feasibility of the establishment of a funding source for airport improvements through a dedicated aeronautical fund. The Board was provided assistance through the Secretary and his staff throughout this project and the Board's recommendations were received by the Commissioner.

Recognizing its duty to the Maine's aviation community, the Board made a formal request to the Federal Aviation Administration (FAA) to allow the Division of Aeronautics to conduct FAA pilot written exams. This action was considered necessary by the Board since the FAA was relinquishing this responsibility. The FAA favorably received their request. The Division of Aeronautics now conducts these exams and is the first and only state in the country offering this service to its pilots.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

BUREAU OF CONSTRUCTION

RALPH A. STEVENS, DIRECTOR, DEPUTY CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2177
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 247; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 170 *Legislative Count:* 0
Organizational Units:
Highway Division
Bridge Division

PURPOSE: The Bureau of Construction is responsible for the highway and bridge construction engineering and inspection associated with the construction contracts awarded by the Department.

ORGANIZATION: In 1970, a Construction Division was established by combining the construction elements of the former Federal Aid and State Highway, Interstate, and Bridge Divisions into a new functional unit. As recommended by the Ernst & Whinney Management Study, the Construction Division was elevated to Bureau status by administrative action during this Fiscal Year. The internal organization of the Bureau remains the same and includes the Divisions of Highways and Bridges.

PROGRAM: During Fiscal Year 1981, the Bureau of Construction through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for seventy-four contracts amounting to an estimated $53,000,000.00 as follows:

26	Complete highway construction contracts (including bridges)
6	Highway paving contracts
6	Highway intersection improvements contracts
1	Highway widening contract

2 Bikeway contracts
19 Bridge construction contracts (including approaches)
1 Bridge deck rehabilitation contract
1 Bridge rail modifications contract
2 Bureau of Transportation Services contracts
1 No passing zone survey contract
2 Sign distance improvements contracts
1 Pavement markings contract
3 Traffic Signals contracts
3 Roadside improvements contracts

The above contracts include Wiscasset-Edgecomb, U.S. Route 1 Bridge, Saco I-195 highway and bridges; Waterville to Palmyra, I-95 resurfacing and safety; Lewiston-Auburn, North Bridge; and the Presque Isle, U.S. Route 1 Bridge.

The Bureau also discussed with the Bureau of Project Development, possible methods of integrating staffs as recommended by the Ernst & Whinney Management Study and several task forces were established to study the proposals.

LICENSES, PERMITS, ETC.:

Permits:

The Construction Division conducts tests and issues Field Welder Certifications for Welders who weld on bridges.

PUBLICATIONS:

American Welding Society Publications—On location use only.
American Concrete Institute Publications—On location use only.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,942,750			8,942,750		
Retirement	1,529,702			1,529,702		
Rents	565,116			565,116		
Commodities	870,021			870,021		
Grants—Subsidies—Pensions	105,154			105,154		
Purchases of Land	1,293,946			1,293,946		
Equipment	42,119,993			1,608,118	40,511,875	
Interest—Debt Retirement	8,904,634			8,904,634		
Transfers to Other Funds	128,450			128,450		
Other Contractual Service	1,830,775			1,830,775		
TOTAL EXPENDITURES	66,290,541			25,778,666	40,511,875	

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, Secretary

Central Office: 65 Westwood Road, Augusta *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333
Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistant with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 1981, a total of 210 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 207 applicants. As of June 30, 1981, a total of 3,109 engineers were registered for the fiscal year of 1981.

During the fiscal year, 198 applications for the Engineer-in-Training Certificates were received. Of this number 168 were seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 151 applicants.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. The fall examinations were given in Augusta on October 31 and November 1, 1980 with 49 professional engineer candidates on October 31st and 17 Engineer-in-Training candidates attending. The spring examinations were given in Augusta on April 10 and 11, 1981 with 51 professional engineer candidates on April 10 and 21 engineer-in-training candidates on April 11th attending. Also on April 11th the engineer-in-training examinations were given at Orono, at the University where 168 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the National Council at cost. Boards of about 48 states and 4 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

The Board held four regular meetings during FY 81. These dates were July 10 and October 9, 1980, and January 8 and March 12, 1981. A Special meeting was called on July 31, 1980 to canvass late scores from the April examinations.

The Board invited 11 applicants to appear for Oral Interviews. Seven were granted registration as Professional Engineers.

LICENSES, PERMITS, ETC.:
Registration:
Professional Engineer
Engineer-in-Training

PUBLICATIONS:

"Forty-fourth Annual Report With Roster of Professional Engineers" as of December 31, 1979 (and early 1980) (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Commodities	94		94			
Transfers to Other Funds	884		884			
Other Contractual Service	25,060		25,060			
TOTAL EXPENDITURES	26,038		26,038			

MAINE STATE FERRY ADVISORY BOARD

OLGA CARLETON, CHAIRMAN

Central Office: Transportation Bldg., Augusta *Telephone:* 863-2517
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 81 were: Olga Carleton, Chairman—Vinalhaven; David G. Benson—Southwest Harbor; James D. Gillispie—Swan's Island; David L. Lunt—Frenchboro; James S. Brown—North Haven; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; and Gregg Marquis—Islesboro.

The major topics of discussion during the year were the proposed fare increases and the effects of preliminary recommendation of the Sunset Review Committee. The Board in cooperation with the Department, have a responsibility to make recommendations to the Sunset Review Committee before January, 1982 as to how the costs of operating the Ferry Service should be shared between the users and the State.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration.

OFFICE OF HUMAN RESOURCES AND SPECIAL SERVICES

NANCY J. KENNISTON, ASSISTANT TO THE COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 19 *Legislative Count:* 0

Organizational Units:
Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations
Office of Special Services

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, public relations, internal communications, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: The programs and activities of the offices in this Unit are as follows:

Personnel and Training. This office provides the traditional administrative functions of record keeping and processing of personnel transactions; and also provided for Department-wide training programs and the extensive safety programs necessary for a labor-intensive work force. The primary goal was to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This required planning for present and future needs, ensuring proper selection and placement, and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In addition to the standard, primarily competitive personnel systems used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and need for alternate equipment operators upon short notice.

Employee Relations. This Office represented the Department at all levels of the appeals process utilizing four contracts Statewide, investigated and recommended course of action in grievance resolution at all lower levels of the Grievance Procedures, and represented the Commissioner at Department head level of Procedures and also at level of Governor's Office Employee Relations (G.O.E.R.), worked in conjunction with the legal staff in preparing and presenting grievance at arbitration level. In addition, instructed supervisors at all levels in interpretation and application of the provisions of the four different contracts involved between the State and the Employee Organization; investigated, recommended, and participated in disciplinary hearings; made recommendations in the area of Labor Relations relative to proposed policy changes or new policies; and participated at the bargaining table for each set of contract negotiations.

Equal Opportunity. This Office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504, Minority Business Enterprise, EEO Contract Compliance, On-the-Job Training, Small Business Procurement Policy, and to further improve the internal and external coordination of equal opportunity activities.

The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. Women-owned businesses become participants in the Department's Minority Business Enterprise Program. In April, 1981, the Office was assigned the Department's advocacy function for Small Business. In May a Small Business Advisory Board was established to allow continuing communications between OEO and small business interested in the Department's contracting activities.

Special Services. This Office provides a number of services, including mapping services for MDOT, other State departments and the general public; maintenance of media relations; public information to citizens of Maine regarding the policies and activities of the Department of Transportation; information to Department employees; and numerous miscellaneous activities peculiar to the category of special services.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF INTERNAL AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: To perform organization-wide audits of the Department of Transportation at the direction of the Commissioner, and to develop and implement the necessary plans and programs to accomplish cyclical audits of financial operations, including compliance with certain provisions of Federal law and regulation.

ORGANIZATION: The Office of Internal Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: The audits are performed in an organization-wide basis to determine whether financial operations are conducted properly, the financial statements are presented fairly, the Department has complied with the laws and regulations affecting the expenditure of Federal funds, internal procedures have been established to meet the objectives of Federally assisted programs, and financial reports to the Federal Government contain accurate and reliable information. Audits of Federal programs are made in accordance with the standards of the General Accounting Office, the American Institute of Certified Public Accountants, and instructions issued by the Office of Management and Budget.

FINANCES, FISCAL YEAR 1981: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

ROBERT S. SMITH, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action has transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1981, 14 Land Surveyor applications were received and 18 were registered. The total number of registrants on 30 June 1981 was 1,023. Of this number 201 are non-state residents. Land Surveyor-in-Training applications during this period were 41. A total of 25 were certified which included applications from the previous year. There are now 483 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Registration:
- Land Surveying
- Land Surveyor-in-Training

PUBLICATIONS:

Roster, published biennially, and distributed to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Commodities	16		16			
Transfers to Other Funds	1,092		1,092			
Other Contractual Service	8,152		8,152			
TOTAL EXPENDITURES	9,260		9,260			

OFFICE OF LEGAL SERVICES

JOHN B. WLODKOWSKI, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2681
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 19 *Legislative Count:* 0

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office regularly provides legal opinions, prepares title reports, and represents the Department before state and federal courts, commissions, and boards.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this year the Office completed and updated 3,441 title abstracts, which represents 2,867 pre-condemnation titles and 574 post-condemnation titles. Eighty-six condemnations were also recorded. The Office processed 198 State Claims Board referrals; 107 referrals were presented for hearing and 92 were settled. In addition, 16 eminent domain appeals were perfected at the Superior Court level. The Office staff was also involved in 12 tort claim cases and 7 other matters in Superior Court, 3 appeals before the Supreme Judicial Court, and one case each before the U.S. Circuit Court, the U.S. District Court, and the U.S. Supreme Court. A total of 73 workers' compensation claims were processed. Fifty-five accounts were set up for collection and over $85,000 was recovered for the Department. The Office also rendered advice and counseling services, participated in the processing of several grievances, drafted numerous contracts, lease and several legislative documents, and wrote opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1981: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

BUREAU OF MAINTENANCE AND OPERATIONS

ALDEN G. SMALL, DIRECTOR, DEPUTY CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2661
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count--All Positions: 1,600 *Legislative Count:* 0

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 10,515 miles of State and State-aid highways; the winter maintenance of 3,600 miles of State highways; the maintenance of 2,800 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: As recommended by the management team of Ernst and Whinney, the Maintenance and Operations Division was elevated to Bureau status by Legislative action. The internal organization remains the same and the programs and activities of the several sections are as follows:

PROGRAM:

Highway Maintenance Section. This section was able to apply Hot Maintenance Mulch to 524 miles of Maine highways this past year. The goal for the coming year is set at 500 miles. Budgetary considerations will determine the realization of this goal.

This winter favorable weather was a big help in keeping down costs. In addition, an experiment was implemented in the northern most division which proved to be cost efficient. Removable radios were installed in half of the divisions' plow trucks. Since the new plowing policy calls for only half the fleet to be out after working hours, this meant that 100% of the after-hour fleet is equipped with radios. Truck breakdowns are immediately called in and other trucks are diverted to the area. Snow buildups are kept down and traffic flow is better accommodated. Formerly when a plow truck did not report to home base, a foreman or crew leader would have to search for it. The avoidable manpower down time involved was a cost factor that is no longer tolerable. This coming winter half of the fleet will be radio equipped. When breakdowns occur the replacement truck will become equipped with the removable radio.

Bridge Maintenance Section. Deck rehabilitation and structural painting continued to be the priority areas of bridge maintenance activities. Twenty-four structures received complete painting by maintenance forces. Complete deck rehabilitation was accomplished on nine structures.

Two structures T2R10, North Branch Trout Brook and Deft Bridge in Sweden were constructed by bridge maintenance forces under the Town Way Bridge Program. A new deck was installed on the East Benton Bridge for the Town of Benton. Routine concrete restoration of abutments and piers, bridge cleaning and touchup painting amounted to a major effort in routine and preventative maintenance.

The Bridge Inspection Program continued. Major modification of the bridge inventory computer system incorporated the bridge files into the Transportation Integrated Network Information System (TINIS). Much needed major improvements in the bascule spans of the Portland Bridge was accomplished under the Bridge Replacement Rehabilitation Program. Engineering and Inspection was supervised by Steinman, Boynton, Gronquist, and Birdsall, Consulting Engineers, and the Maine Department of Transportation Construction Division.

State Aid Program. The State Aid Program continues to have the support of Maine municipalities, although at a somewhat reduced rate from previous years due in part to the uncertainty of State Aid funding until late June of 1980. 483 municipalities, 80% of those eligible to raise State Aid funds did so in 1980 (fiscal 81) and 256 State Aid projects including 26 preliminary engineering projects were done. The flexibility of this Program and the minimal standards to which State Aid roadway may be constructed or reconstructed under the concept of maximum footage at least cost remains one of the ultimate goals of this Program. Many municipalities apply their State Aid Joint Funds not only towards State Aid roadway construction and reconstruction projects, but also to help fund Bridge Act and Town Way Bridge Projects. Capital Improvement Program Projects and the Statewide Maintenance Resurfacing effort.

Town Road Improvement Program. The Town Road Improvement Program allocated funds to improve various roads that municipalities maintain. In 1980, the program allotted to 612 municipalities an amount of not less than $200 plus $60 per mile for each mile of unimproved State Highway, State Aid roadway and Town Way road not in the compact. During 1980, 169 municipalities utilized this program to upgrade roads under their jurisdiction using the Town Road Improvement standards.

Motor Transport Service (MTS). Through the use of inventory Programs which were developed for use with the computer, during the past year, our inventory was reduced from a value of 3.5 million to 1.9 million. Currently we are looking at reducing that further to 1.5 million on hand. In addition to reducing the value of on-hand stock, we have increased the responsiveness of our system to the customers. No major equipment purchases were made during the past year. Entire equipment requirements are being analyzed with the intent to tailor the equipment requirements to the needs of the department. We now have on line two fully-automated fuel stations operating 24 hours a day. These are located on Capitol Street and at AMHI. During the past year we acquired from Surplus a mechanical shear capable of cutting ¼″ thick 8′ length steel. This machine in conjunction with our metal break now allows us to fabricate parts for Hopper Sanders and Dump Bodies thereby reducing the cost of repair to these items.

Traffic Engineering Section. The Traffic Engineering Section continued maintenance and installation of traffic control devices. 18,630 signs were manufactured and distributed to the various sections and divisions for installation. 5,882 line miles of centerline and edgeline pavement markings were painted. At 167 locations, painted pavement markings were applied, such as lane-use arrows, stop lines, crosswalks, stop ahead messages and railroad crossing markings.

Maintenance operations on electrical systems, flashing beacons and street lighting were continued with continued reductions made in street lighting levels where possible.

The Traffic Engineering Section developed and administered statewide Federal Aid Pavement Marking Demonstration Projects for application of long-life pavement markings on approximately 375 miles of selected, heavily traveled rural roadways, and for engineering determination of pass/no pass zones on approximately 6,000 miles of state maintained highways. A Pavement Marking Demonstration project to layout and stripe the 6,000 miles were also initiated. Other projects administered by the Traffic Engineering Section included Federal Aid projects for inventory, purchase and installation of regulatory warning signs and development of specifications for and purchase of radar and distance measuring equipment to be used in traffic engineering studies.

Plans and specifications were developed for 26 traffic signal projects, 5 major signing projects, 4 major lighting projects and 110 traffic control plans (TCP) for construction projects. We are also conducting with our own personnel a statewide Federal Aid Project study of the operation of signalized intersections. It is the objective of this study to improve the efficiency, safety and reliability of about 160 signalized intersections throughout the State by improved utilization of existing equipment and conditions.

Maine's so-called "Bill-Board" law, the "Official Business Directional Signing" regulations has been implemented in Somerset, Franklin and Oxford Counties in addition to Aroostook and Washington Counties. Pre-approval locations review and installation of approved business signs are accomplished by Traffic Engineering personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews of request from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Safety Rest Area Program. The Maintenance and Operations Division maintains approximately 110 Safety Rest Areas and 115 turnouts. The rest areas are spaced along routes most likely to carry the long distance traveler. Their purpose is to provide locations for motorists to leave the road in order to rest and relax. Motorists can then continue on their journey as a more alert and safer driver.

The rest areas provide tables for picnicking and many have shelters, fireplaces, drinking water and rudimentary toilet facilities. Six rest areas provide flush toilet facilities.

Installation of new facilities and equipment was very limited this past year. An existing rest area on Route 23 in Dexter was opened for public use after some reconstruction the previous year and some needed work to complete the facility was done at the Jackman rest area on Route 201.

Permit Section. For the fiscal year beginning July 1, 1980 thru June 9, 1981, the Permit Section, including the 7 Division Offices, issued to date a total of 14,688 Overlimit Permits for moving loads that exceeded the legal limits. A total of 547 Road Opening Permits were issued for repair work or for new utility installations. Eighteen (18) Fuel Oil Delivery Vehicle Exempt Certificates and twenty (20) Bulk Milk/Grain Exemption Certificates for Posted Roads were issued. Twelve (12) Axle & Gross Weight Rating Certificates were issued. No permits were issued to make transit moves for vehicles with studded tires.

Radio Operations Section. The Radio Operations Section continues its efforts to modernize its communications equipment and facilities. Twenty-four radios will be purchased this year to replace units dating back to the mix-sixties. All original communications equipment has now been replaced.

LICENSES, PERMITS, ETC.

- Permit:
  - Road Opening
  - Driveway Entrance
  - Overlimit (Height, Weight, Width, Length) Vehicles
  - Studded Tires
- Certificate:
  - Fuel Oil Exemption
  - Axle and Gross Weight

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee

Regulations and Instructions Governing Overweight and Overdimension—no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—$2.00; if mailed, $3.00)

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,962,986			19,024,789		938,197
Retirement	4,130,619			3,507,221		623,398
Rents	15,658,660			15,399,705		258,955
Commodities	13,173,960			12,262,902		911,058
Grants—Subsidies—Pensions	4,525,805			4,524,955		850
Purchases of Land	54,694			54,694		
Buildings and Improvement	29,686			29,686		
Equipment	353,363			219,337	134,026	
Transfers to Other Funds	550,929			518,834		32,095
Other Contractual Service	13,070,072			1,911,903		11,158,169
TOTAL EXPENDITURES	71,510,774			57,454,026	134,026	13,922,722

BUREAU OF PLANNING

GEDEON G. PICHER, ACTING DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3131
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 55 *Legislative Count:* 0

Organizational Units:
Systems Planning Division
Programming Division
Transportation Safety Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau appears as spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations as is deemed necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and in June, 1981 was administratively reorganized and includes the Divisions of Systems Planning, Programming, and Transportation Safety.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows:

Systems Planning. This Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary.

Programming. This Division developed the MDOT biennial Transportation Improvement Program based on in-field reviews of project requests from private individuals, municipal officials, and MDOT personnel. Projects were selected based on a critical project evaluation and priority analysis. This Division also maintains highway statistics including a history of Federal and State highways.

Transportation Safety. This Division is responsible for the compilation of accident data based on accident reports forwarded by the Maine State Police. Accumulated information is condensed to identify "High Accident Locations" and supply a five year record of accidents at any point on approximately 5,500 miles of Federal-aid and State highways in Maine. This data is entered into the Bureau's computer based Transportation Integrated Network Information System for ready access by Planning as well as other Bureaus within the Department and safety program evaluations are conducted on a continuing basis.

Other responsibilities include the collection and compilation of data from traffic counting, vehicle classification, sufficiency rating, truck weighing and speed monitoring.

PUBLICATIONS:

Highway Sufficiency Report
Official Maine State Transportation Map
County Maps (Large scale $1.00, small scale $.15)
Urban Maps ($.75)
Transportation News
Town Way Improvement Program
Transportation Improvement Program

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PLANNING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,075,910			1,075,910		
Retirement	175,498			175,498		
Rents	86,879			86,879		
Commodities	39,124			39,124		
Grants—Subsidies—Pensions	453,153			—1,077,881	1,531,034	
Purchases of Land	210			210		
Equipment	15,104			15,104		
Transfers to Other Funds	48,553			48,553		
Other Contractual Service	528,341			528,341		
TOTAL EXPENDITURES	2,422,772			891,738	1,531,034	

OFFICE OF POLICY ANALYSIS

WALTER J. VERRILL, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned and appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Initial projects assigned included Cost Allocation, Pavement Management, best use of Federal funds, and Department information needs. Priorities have caused concentration of efforts in the first two of these categories. Two limited goal cost allocation studies were conducted during the recent Legislative session. A formal evaluation is now called for in this year's Highway Allocation Act. In the area of Pavement Management, four full scale random sample surveys are in progress or planned before this fall. These surveys include: Physical Condition or Distress, Rideability or Roughness, Frictional Resistance and Strength. In excess of 1,600 highway sections are included in the basic survey. The survey personnel utilized have represented all traditional highway units of the Department. The results of Cost Allocation and Pavement Management projects will have long term effects on Department policies.

FINANCES, FISCAL YEAR 1981: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

MAINE PORT AUTHORITY

GEORGE N. CAMPBELL, JR., PRESIDENT
DAVID H. STEVENS, Secretary

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1951 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 1929 P&SL, Chap. 114

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under a new Bureau of Waterways.

The present Maine Port Authority consists of a board of five directors, including two appointed by the Governor, for terms of three years; one appointed by the City Council of Portland; and one appointed by the City Council of South Portland. The Commissioner of Transportation serves ex officio as the fifth member and president of the board. The directors elect a treasurer and such other officers as deemed necessary from among their number.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

BUREAU OF PROJECT DEVELOPMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2055
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 345 *Legislative Count:* 0

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, to the point of construction contract award. Divisions within the Bureau; primarily Location and Survey, Materials and Research, and Right-of-Way; also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when Project Development Unit was formed as part of the Bureau of Highways. This year, in line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways has been abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau remains essentially the same and includes the divisions of Location and Survey, Design, Right-of-Way, Materials and Research, and Project Scheduling. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 103 projects to the construction stage during the fiscal year. These projects had a contract value of approximately $54.5 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding, natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects to construction during this period was restricted due to constraints placed on the use of otherwise available federal-aid funds. Nevertheless, a number of minor projects were awarded to contractors for construction, including: Wiscasset-Edgecomb, U.S. 1 Bridge; Saco, I-195 highway and bridges; Waterville to Palmyra, I-95 resurfacing and safety; Lewiston-Auburn, North Bridge; and the Presque Isle, U.S. 1 Bridge. Other programs and activities of the Divisions are as follows:

Location and Survey. This Division continues to evolve as the responsible unit for environmental analysis for capital improvement projects as well as meeting virtually all the Department's needs in this area. The Ernst and Whinney Management Study made a number of recommendations, including consolidation of a number of major Department-wide environmental functions into a new Environmental Services Section within the Division. Also proposed was that the Division be renamed in the future as the Location and Environment Division. Although the net combined staff level of the new section is not expected to change significantly, it is expected that consolidation of various environmental functions will eliminate frequent duplication. Better utilization of all the staff involved will bring about much improved efficiency and effectiveness in the environmental review and analysis responsibilities of the Department.

Design. This Division has been responsible for the development of innovative methods to display proposed capital improvement projects. One of these uses a photomontage consisting of enlarged oblique low-level photographs with the highway or bridge improvement superimposed by an artist's rendering. This presents a view of how the improvement will eventually appear and has been very helpful in presenting complex projects at public hearings. Another of these methods involves the construction of models to show proposed highway safety rest area sanitary facility buildings. This aids primarily in the analysis of various preliminary designs for this type of project. It is anticipated that the first of these safety rest area facilities will be brought to construction in the near future in Houlton on U.S. Route 1 near Interstate Route 95 serving the public travelling between northern Maine, southern Maine, and Canada.

A unique bridge design has been introduced to the State with the award of a construction contract for a structure using segmented concrete sections for replacement of the Wiscasset-Edgecomb, U.S. 1 bridge. The structure will be 2,700 feet in length. This design concept has been used extensively in Europe and only recently introduced into the United States. A conventional steel span structure was also designed for this project but the construction bids received showed the concrete segment design to be the most economical to construct. The same alternative design and bid procedure is expected to be used in developing the proposed Bangor-Brewer, Penobscot River Bridge carrying Interstate Route 395 to U.S. Route 1A.

Some special design projects have been undertaken by the Division including a Veterans Cemetery expansion for the Bureau of Veterans Services, removal of a hump in the Augusta State Airport runway for the Bureau of Aeronautics and design of a highway relocation as part of the proposed Dickey-Lincoln Dam project for the U.S. Corps of Engineers. Also, an improvement project in South Portland, which took nearly 20 years of planning, has entered the construction phase and is expected to improve drainage in the area of the railroad overpass on U.S. Route 1 eliminating the perpetual flooding problems in that location.

Right-of-Way. This division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 68 projects involving the appraisal and negotiation of 922 parcels with a total appraised value of $3,340,175. Other related activities include the preparation of 183 State Claims Board hearings, 7 Superior Court cases and 32 municipal/State agreements. Also, 29 well claims were received, of which 12 were valid, resulting in an expenditure of approximately $37,834. The Division aided in the Department's efforts to advance fish pier improvements by completing appraisal and negotiation on three parcels with a total value of over $3,000,000. This work involved a great deal of effort on a single project, the Portland fish pier. Improvements at the Augusta State Airport also required some appraisal and negotiation, in this case, six parcels with a total value of just under $70,000.

Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel issued 1,511 permits and 353 licenses for off-premise signs, acquired 185 non-conforming signs (total value $148,000), and removed 1,650 illegal and abandoned signs without compensation. Approximately 2,750 permits accommodating utilities within the highway right-of-way were issued and approximately 1,890 requests for information regarding highway rights-of-way were processed.

Materials and Research. This Division consists of four sections: Soils, Research, Field Quality, and Physical Testing.

The Soils Section conducted subsurface investigations for all projects on which the Design Division required subsurface information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Research Section is responsible for research concerning materials and methods used in constructing and maintaining highways and bridges. During the past year, investigations were concluded and final reports published as follows: evaluation of a safety oriented energy absorbing bridge guardrail; a study of variations in tire pavement frictional characteristics in relation to season, pavement type, and location; the deflection of various pavement thickness due to dynamic loading, nitrogen fixation and legume establishment on highway slopes; polymer impregnation of new concrete bridge deck surfaces; and an executive summary of first field trial with sulfur extended asphalt-construction phase.

Active studies for which interim reports are available include fuel usage comparison between normally used 15W40 engine oil and synthetic engine oil; a study comparing the frictional characteristics of the respective wheel paths and the frictional difference between standard and smooth test tires; an evaluation of the relative durability of drainage structures; an evaluation of an attempt to recreate a portion of a salt marsh which was utilized for a highway causeway; a study to determine the environmental impact upon wildlife of a highway through forest lands; hydration of portland cement in the presence of some air entraining agent; and a study to determine the weight of moving vehicles.

As an ongoing study, priorities for testing new products are established relative to current needs and various products are evaluated to determine which provide the best results for the specific purpose. The results of this program provide a basis for recommending what products are considered acceptable for use in terms of performance and cost.

Part of the new products testing program is to provide various "Approved Lists" of products for use in highway related construction. This is accomplished by testing and/or reviewing test reports to insure that the product(s) meets specific AASHTO and/or ASTM specifications.

The Field Quality Control Section is responsible for providing a testing service to others within MDOT. During the 1980-81 fiscal year a total of 82 projects requested the services of this group. There were 61 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied for six different suppliers and each product monitored for quality and workmanship. A total of 38 personnel completed nearly 8,000 tests for acceptance of 20 different products at an approximate cost of $40 per test. In addition, approximately 1,100 Independent Assurance samples of nearly 61 different products were tested.

The Physical Testing Section is responsible for providing testing services for those products not able to be tested within the field. The laboratory has a staff which includes Chemistry, Bituminous Liquids, Aggregates, Concrete and Bituminous Mix Design facilities. A list of acceptable sources for products used in the Transportation Field is annually reviewed and updated.

Project Scheduling. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring and availability of State and Federal funds and making sure projects proceed completely and efficiently through the project development process. The Division is involved directly in the design of a Program/Project Management Information System (PROMIS). This system will be partially implemented later this year, thus providing a computer oriented database for project development and funding data. Project Scheduling will have primary responsibility for updating and summarizing information in PROMIS. Use of this new system will have a very positive influence on management decision making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic simulation capabilities to gauge the affect of changes in any system variable (Program level, budget, project cost, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:
- Outdoor Advertising
- Utility Location

PUBLICATIONS:

80-10 Energy Absorbing Bridge Guardrail
80-11 Harrington Marsh, Interim Report
80-12 First Field Trial with Sulfur Extended Asphalt (SEA) Binders, Interim Report
80-13 Synthetic Oil Study, Interim Report
80-14 Durability of Drainage Structures, Progress Report
81-1 Nitrogen Fixation & Legume Establishment on Highway Slopes, Final Report
81-2 Polymer Impregnation of New Concrete Bridge Deck Surface, Final Report
81-3 Harrington Salt Marsh Study, Interim Report
81-4 Experimental Continuously-Reinforced Portland Cement Concrete
81-5 Dynamic Pavement Deflections, Final Report

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	221,442	221,442				
TOTAL EXPENDITURES	221,442	221,442				

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN HOWARD WENTWORTH, CHAIRMAN
SAMUEL NESBITT, ESQ., Secretary

Central Office: c/o Capt. Howard Wentworth, Islesboro, Me. *Telephone:* 338-1640
Mail Address: c/o Capt. Howard Wentworth, Islesboro, Maine

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation. Legislative action has transferred this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held no meetings and conducted no activities during FY 81.

LICENSES, PERMITS, ETC.:
License:
Pilot Ship in Penobscot Bay River

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	49		49			
TOTAL EXPENDITURES	49		49			

BUREAU OF TRANSPORTATION SERVICES

WILLIAM F. FERNALD, ACTING DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: June 21, 1979 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* M.R.S.A., Sect. 4206

Average Count—All Positions: 70 *Legislative Count:* 7

PURPOSE: The Bureau provides for the development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and handicapped residents. Reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for the Bureau of Waterways which includes both ports and the ferry service and administers the operations and maintenance of the Maine State Pier, the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. This includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing air service. Promotes the advancement of aviation interests, airport development and administers the operation and maintenance of the Augusta State Airport.

The Bureau administers the assistance programs of the Federal Railroad Administration which includes operating assistance for continuation of service on essential lines, and assistance in the rehabilitation of light density lines that might otherwise be abandoned. In addition, the Bureau administers the rehabilitation program sponsored by the New England Regional Commission. An approved state rail plan is required to maintain eligibility and annual updates along with a program of projects is required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: A Bureau of Public Transportation was established within the Department of Transportation by Legislative action in June, 1979. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981 to Transportation Services and has been reorganized to include the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The former Bureaus of Aeronautics and Waterways are now divisions of the Bureau. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of both the 1977 and 1979 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA), over $5,191,332 dollars of Federal funds were received for improvements at Maine's publicly owned airports. Combined state, local and Federal funds allowed for a total program of $6,455,543 dollars. In addition, the Department of Transportation entered into a contractual agreement with the FAA for the inspection of certain airports in Maine and for the updating of airport Master Records; participated in the essential air service case at Lewiston-Auburn, Augusta, Waterville, and Bangor; and investigated 40 aircraft accidents; reimbursed 50% of the snow removal costs of 33 publicly owned airports for a total of $157,928.00; organized a flight instructor's seminar in conjunction with the Aircraft Owners and Pilots Association (AOPA); and became the first state in the Country to administer pilot written examinations.

The Augusta State Airport continues to be one of the leading commercial air carrier airports in Maine. Bar Harbor Airlines, (a commuter air carrier) and Air New England (a Civil Aeronautics Board certificated airline) offer scheduled passenger service to and from Boston, Mass. The number of passengers arriving and departing the Augusta State Airport this year amounted to approximately 45,000. Extension of the main runway to 5000 ft. began this fiscal year and is expected to be completed in August of 1981.

Rail Transportation Division. The annual update and program of projects has been submitted to and approved by the Federal Railroad Administration and rehabilitation projects have been authorized on the Belfast and Moosehead Lake Railroad, the Maine Central Railroad, and the Bangor and Aroostook Railroad. The Bureau also participated in a general rail freight rate increase case at the Interstate Commerce Commission.

Ports and Marine Transportation Division. A review is being conducted of the docks and operations of the Maine State Ferry Service and the feasibility of cargo handling facilities at Maine ports, principally Searsport and Portland. In addition, resource assistance was provided to the Ferry Service Advisory Committee and tariffs are maintained and published governing the use and charges of the State Ferry Service and the Maine State Pier.

Attention continues to be directed toward improving the flow of import-export cargo through Maine ports, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities. During this year, the State Ferry Service transported 97,003 vehicles and 265,310 passengers between the three mainland and five island terminals. In addition, extensive rehabilitation of the timber cribwork at the Islesboro facility was completed. A major overhaul of the Ferry, Governor Muskie, was completed involving modernized steering gear, generators and main engines.

Public Transportation Division. This is the second year of the Public Transportation Program during which 24 contracts to provide public transportation throughout the State have been executed. This includes contracts in each of the eight regions, the Lewiston-Auburn Transit Committee, and intercity bus service provided by the Bangor & Aroostook Railroad and Brunswick Transportation Company.

LICENSES, PERMITS, ETC.:

Permit:
- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:
- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

PUBLICATIONS:

Ferry Service Sailing Schedules—no fee
Operating Practices and Policy of the Maine State Pier—no fee
Port Books of the Port of Portland—no fee

Portland Waterfront General Cargo and Ferry Service Terminal Evaluation
Guidelines for the Development of Annual Operations Plan
Public Transportation Management Plan

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,168,960	129,619				1,039,341
Retirement	202,918	22,480				180,438
Rents	47,395	1,060	269			46,066
Commodities	124,950	5,314	183		86	119,367
Grants—Subsidies—Pensions	1,739,288	391,745	2,842		1,343,701	1,000
Buildings and Improvement	49					49
Equipment	1,078,357				1,042,920	35,437
Interest—Debt Retirement	122,690					122,690
Transfers to Other Funds	1,552,536	1,541,589	748		922	9,277
Other Contractual Service	1,135,173	64,543	37,323		50,740	982,567
TOTAL EXPENDITURES	7,172,316	2,156,350	41,365		2,438,369	2,536,232

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1988

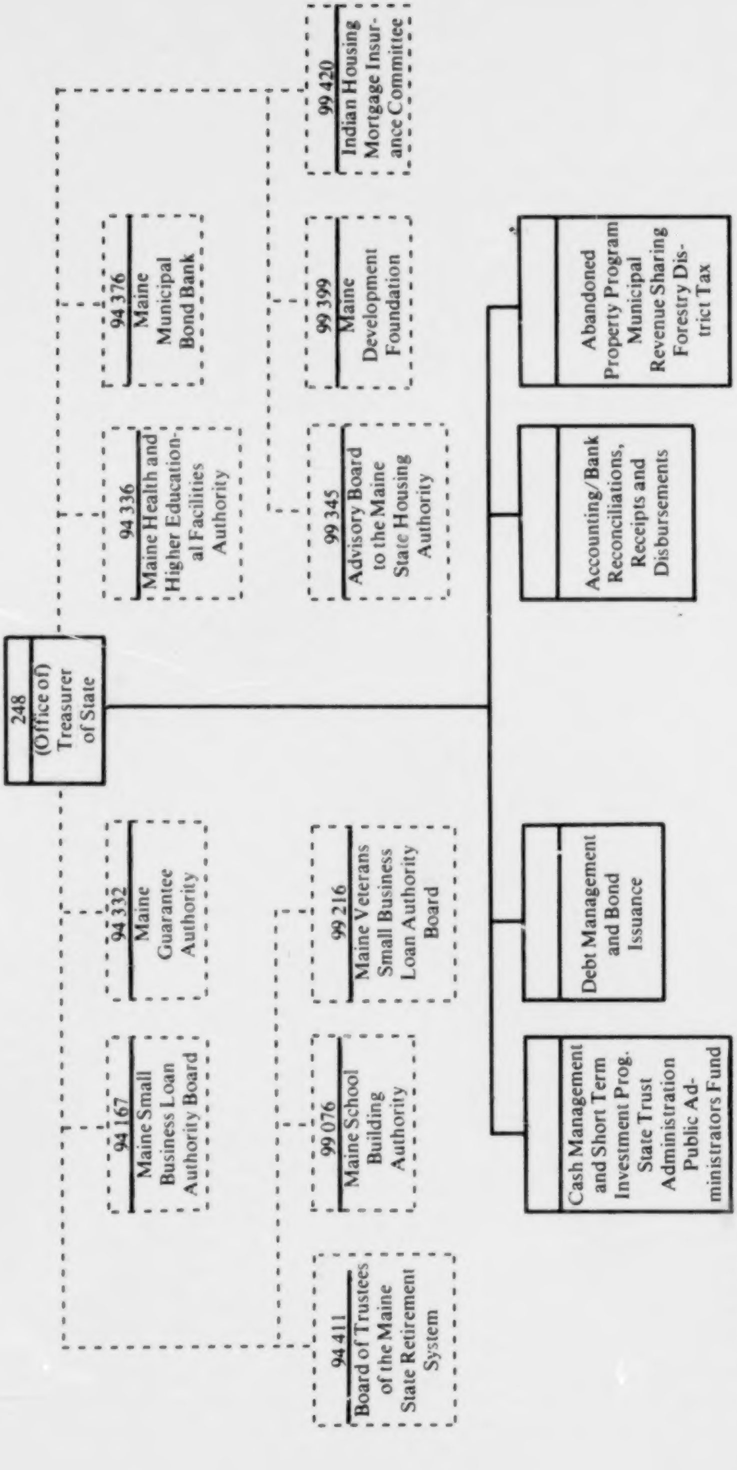
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121

Average Count—All Positions: 10 *Legislative Count:* 12

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28


248
(Office of)
Treasurer
of State
94 167
Maine Small Business Loan Authority Board
94 332
Maine Guarantee Authority
94 336
Maine Health and Higher Educational Facilities Authority
94 376
Maine Municipal Bond Bank
94 411
Board of Trustees of the Maine State Retirement System
99 076
Maine School Building Authority
99 216
Maine Veterans Small Business Loan Authority Board
99 345
Advisory Board to the Maine State Housing Authority
99 399
Maine Development Foundation
99 420
Indian Housing Mortgage Insurance Committee
Cash Management and Short Term Investment Prog. State Trust Administration Public Administrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations, Receipts and Disbursements
Abandoned Property Program Municipal Revenue Sharing Forestry District Tax

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 81
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	164,750	164,750				
Retirement	29,102	29,102				
Computer Services—State	1,083	762	321			
Commodities	1,771	1,771				
Grants—Subsidies—Pensions	23,635,499	5,702,308	17,933,191			
Equipment	110	110				
Interest—Debt Retirement	26,496,743	26,496,743				
Transfers to Other Funds	335		335			
Other Contractual Service	128,873	127,829	1,044			
TOTAL EXPENDITURES	50,458,266	32,523,375	17,934,891			

PROGRAM:

Cash Management. In a typical year, nearly 2,300,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

The basic unit of cash income management is the income statement. State agencies file over 31,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State—those checks lacking proper signatures, having insufficient funds, or otherwise defective—are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $254,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 3.58% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are processed by this office, and the annual collection of the Forestry District Tax.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included in the Consolidated Financial Chart for this Department.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation,
Statehouse, Augusta, Maine *Telephone:* 289-2391
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 8 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions and one representing the general public. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will be involved during 1981 in implementing the proposed program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes.

Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1981: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation. By administrative decision these expenditures are included with those of the Department of Transportation.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office: 17 Bishop St., Portland *Telephone:* 207-797-7771
Mail Address: 17 Bishop St., Portland, Maine 04103

Established: 1941 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 1941 P&SL, Chap. 69

Average Count—All Positions: 210 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic. It is therefore an independent agency not part of State government created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues several permits which authorize oversize loads and overlimit loads. The fee for either of these two types of permits is $10.00.

PUBLICATIONS:

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE

STANLEY J. EVANS, M.D., CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine, 107 Maine Avenue, Bangor, Maine 04401

Established: 1865 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229

Average Count—All Positions: 3,810

Organizational Units:
Board of Trustees
Office of the Chancellor
System-Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine at Orono (UMO)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL—Orono, Portland, Ausuta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1980 enrollment in all University programs totaled 27,516 and 4,235 persons were awarded degrees in 1979/80. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UMO, New Enterprise Institute at USM, Health Education Resource Center at UMF, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1980

BY EMPLOYEE CATEGORY	
Faculty	1,207
Professional and Administrative	751
Classified	1,852
Total	3,810
BY SOURCE OF FUNDING	
Educational and General	2,629
Auxiliary Enterprise	530
Restricted	651
Total	3,810

PUBLICATIONS:

(1) *Improving The University of Maine,* A Report of The Trustee ad hoc Committee on Academic Planning, March 1977.

(2) *The Chancellor's Report,* University of Maine.

(3) Chancellor's Newsletter, University of Maine

(4) Improving Student Life in the University of Maine, A Report of the Trustee Committee on Student Life, April 1980.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
June 30, 1981

The significant accounting policies followed by the University of Maine are described below to enhance the usefulness of the financial statements to the reader.

Modified Accrual Basis. The financial statements of the University have been prepared on the modified accrual basis. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers, in the case of required provisions for matching loan funds or provisions for debt amortization; and (2) transfers of a non-mandatory nature in all other cases.

Fund Accounting. The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives as specified by donors. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the University, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to insure compliance with limitations and restrictions placed on the use of resources.

Current Unrestricted General Funds. Current Unrestricted General Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees, or their designates to meet current expenditures for any purpose.

Current Designated Funds. Current Designated Funds are Unrestricted Funds for which the University's Board of Trustees or administration stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may change the designation at any time and redesignate the funds for some other use.

Current Restricted Funds. Current Restricted Funds, derived from appropriations, gifts, grants and matching funds provided by the University, may be used only to meet current expenditures for the purposes specifically identified by the donors or other sponsoring agencies.

Loan Funds. Loan Funds, derived from Federal or State appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or other sponsoring agencies.

Endowment Funds. Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the income be used to meet current expenditures. Quasi-endowment funds have been established by the Board of Trustees for the same purposes as endowment funds, however, any portion of quasi-endowment funds may be expended.

Plant Funds. Plant Funds, derived from appropriations, gifts, grants and University funds so designated by the Board of Trustees, may be used to meet expenditures for construction of additional facilities, major renovations, and retirement of indebtedness arising therefrom.

Appropriated Current Fund Balance. The appropriated current fund balance is comprised principally of accumulated operating surpluses or deficits of auxiliary enterprises, together with other balances of reserves which are allocated and available for future use in connection with the purposes for which they were approved by the Board of Trustees.

Restricted Gifts and Grants. The University records restricted gifts and grants at the time the services have been performed or funds have been received. When these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the statement of current fund revenues, expenditures and transfers.

Endowment Fund Investments. Endowment fund investments and investment activity are recorded at market value. Fluctuations in market value are reflected in the financial statements as unrealized gain or loss on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro rata share of the pool.

Investment in Plant. Plant assets are stated at cost when purchased or constructed or at fair market value when acquired by gift. In accordance with the practice generally followed by colleges or universities, no provision for depreciation has been recorded in the accounts.

Funds for Retirement of Indebtedness. The University transfers a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a plant fund reserve which is used to repay auxiliary enterprise indebtedness.

Other Significant Accounting Policies. Other significant accounting policies are set forth in the financial statements and the notes thereto.

Certain reclassifications of 1980 amounts have been recorded for consistency with current year presentation.

UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS FOR THE YEAR ENDED JUNE 30, 1981

	1981			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general—				
Tuition and fees	$ 25,845,973	$ —	$ —	$ 25,845,973
Governmental appropriations-state	48,296,000	—	1,015,978	49,311,978
Governmental appropriations—federal	216,397	—	3,586,163	3,802,560
Governmental grants and contracts-state	—	162,880	3,358,303	3,521,183
Governmental grants and contracts-federal	—	—	15,244,731	15,244,731
Private gifts, grants and contracts	—	168,349	3,540,749	3,709,098
Endowment income	21,629	173,599	370,425	565,653
Recovery of indirect costs	2,061,280	—	—	2,061,280
Sales and services of educational activities	2,194,684	960,922	25,875	3,181,481
Other sources	3,695,252	546,392	400,140	4,641,784
Total educational and general	$ 82,331,215	$2,012,142	$27,542,364	$111,885,721
Sales and services of auxiliary enterprises	24,457,582	—	—	24,457,582
Total revenues	$106,788,797	$2,012,142	$27,542,364	$136,343,303
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$ 34,723,632	$1,264,979	$ 3,201,572	$ 39,190,183
Research	4,007,230	931,217	7,573,341	12,511,788
Public service	2,651,978	459,230	7,667,302	10,778,510
Academic support	8,380,664	156,494	1,010,328	9,547,486
Student services	7,129,010	34,276	88,795	7,252,081
Institutional support	9,048,544	244,729	13,003	9,306,276
Operation and maintenance of plant	10,822,476	—	—	10,822,476
Student aid	1,847,083	151,040	7,988,023	9,986,146
Mandatory transfers for loan funds	231,628	—	—	231,628
Total educational and general expenditures and mandatory transfers	$ 78,842,245	$3,241,965	$27,542,364	$109,626,574
Auxiliary Enterprises—				
Expenditures	$ 21,884,203	—		$ 21,884,203
Mandatory transfers for retirement of indebtedness	1,214,220	—		1,214,220
Total auxiliary enterprises	$ 23,098,423	—		$ 23,098,423
OTHER TRANSFERS:				
Current funds-appropriated	$ 1,072,611	$ —		$ 1,072,611
Current funds-designated (Note 1)	1,899,755	(1,229,823)		669,932
Current funds-restricted	182,550	—		182,550
Endowment funds	—	—		—
Plant funds-unexpended	1,236,165	—		1,236,165
Plant funds-retirement of indebtedness	352,272	—		352,272
Total transfers	$ 4,743,353	$(1,229,823)		$ 3,513,430
Excess of revenues over expenditures and transfers	$ 104,776			$ 104,776

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The preceding display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE BLUEBERRY ADVISORY COMMITTEE

ROY ALLEN, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-7422
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The University of Maine Blueberry Advisory Committee was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The responsibility of the Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry Tax assessed at the rate of 3 mills-per-pound (growers' tax).

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

In practice, the University of Maine Blueberry Advisory Committee has appointed as its administrative secretary an officer of the University who also serves as secretary to the Maine Blueberry Commission. This arrangement provides coordination between the two operations of the Blueberry Tax program.

The University of Maine Blueberry Advisory Committee consists of 7 members, and is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

PROGRAM: Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

As a result of previous research and an effective Extension program, growers are very rapidly adopting new technology for the control of grass and weeds in blueberry fields. A new weed roller has been developed for the application of herbicides. All indications point to significantly increased yields per acre. While there has been a decreased emphasis on blueberry breeding, the Experiment Station has developed a cooperative arrangement with Canadian researchers to evaluate new plant material and cultural practices being developed in Canada.

Other research continues on better methods to control insects, diseases, and cultural practices to further improve plant stand and yields from blueberry fields. Emphasis is being given to improving the plant stand and more intensive cultural practices. New research has been initiated to conserve energy by mechanical methods of pruning blueberries rather than by burning them with fuel oil.

PUBLICATIONS:

Blueberry Newsletter, issued monthly by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information—Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields
S 479, Producing Blueberries in Maine
S 600, Controlling Lambkill in Low-Bush Blueberries
S 699, The Integrated Management of Low-Bush Blueberry Fields

FINANCES, FISCAL YEAR 1981: The expenditures of this unit amounted to $64,000 in FY 81 and are, by administrative decision, included with those of the Maine Blueberry Commission.

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR, BPA

Central Office: University of Maine at Orono, Orono *Telephone:* 581-7603
Mail Address: 162 College Ave., Orono, Maine 04469
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results. BPA's aim is to help public officials do more than react to rapidly changing conditions and complex problems; it is to assist them in becoming creators rather than victims of circumstances.

ORGANIZATION: When first established, the Bureau of Public Administration (BPA) was a unit within the Department of Government at the University of Maine at Orono. Since, then, the Bureau has become an integral part of the Division of Research and Public Services, University of Maine at Orono, where it continues to serve the research and training needs of state and local government. The Director and two staff associates (one research and one training) lead the Bureau in meeting its responsibilities, assisted by other professional and support staff as needed.

PROGRAM: The Bureau of Public Administration provides an extensive management education program for public officials at both the state and local level. A wide variety of general management programs (Supervision, Management by Objectives, Communication Skills, etc.), are supplemented by technical, skill-oriented offerings (Public Speaking, Labor Relations, Personnel Practices, etc.). More recently, BPA has placed greater emphasis on tailoring specific educational efforts to the "in- house" organizational needs of municipalities and state agencies.

Another recently developed service is Organization Development and Consulting Assistance. This service assists organizations in diagnosing key problems and working with them to develop viable solutions. Some examples of successful approaches include Interpersonal and Intergroup Conflict Resolution, Techniques for Policy Makers and Organizational Analysis. With over 800 training offerings in sixteen years of existence, BPA is recognized as a leading agency in providing public management training in Maine.

In addition, BPA has expanded its applied research capability. Research activities focus on broad governmental policies and problems as well as more specific, short-term analyses of immediate problems. Financial management, recreation, special districts, tax exempt municipal properties, community development, and municipal manpower trends represent some current areas of BPA research. In most instances, research efforts result in published materials. These serve as curriculum resources, guidelines for legislative action, or continuing reference sources.

During the past fiscal year, research and training activities have continued in areas of great interest and need to state and local government personnel, especially regarding financial management, elected officials training, and personnel management.

PUBLICATIONS:

Model Finance & Accounting Procedures, 1979. $10.00/Postage $2.00.

Maine Local Government—A Handbook for Elected Officials. Laura E. Campbell, ed., April, 1978. $10.00

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March, 1978. $3.00.

Charter Study Series. James J. Haag, et. al., 1970. $6.00 set of 5.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974, $2.50.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975, $2.50.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975, $2.50.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975, $2.50.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975, $2.50.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. $10.00.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1981: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

ROBERT G. O'MALLEY, MANAGER

Central Office: 1 Community Drive, Augusta; *Floor:* 2 *Telephone:* 289-2094
Mail Address: Statehouse Sta. #99, Augusta, Maine 04333

Established: 1974 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 216; *Citation:* 37A M.R.S.A., Sect. 41

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Maine Veterans Small Business Loan Authority Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans;

stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the Authority may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed $4 million. The Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering, and financing eligible projects; the Board acquires, holds and disposes of real and personal property and make and enter into all contracts, leases, agreements and arrangements necessary or incidental to the performance of its duties; and accepts from a federal agency, loans or grants for the planning or financing of any eligible project, and enters into agreements with such agency respecting any such loans or grants.

ORGANIZATION: This Board is comprised of a Board of Directors, a manager, and a secretary.

The Directors meet once a month to review and approve loan requests. The Board consists of 10 members, including the Director of Veterans Services, State Treasurer and 8 members appointed at large by the Governor.

PROGRAM: After its seventh year of operation, the Maine Veterans Small Business Loan Authority Board approved loans representing $3,250,000. This was accomplished through 40 banks throughout the State.

The different types of businesses are as varied as the locations involved. Examples of various enterprises served by this Board include: lobstering, office supply companies, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, and artificial limb companies, service stations, broadcasting, Servicemaster and Chem Clean Companies, public accounting, security agencies, landscaping, saw mill, card and gift shops, electricians, ice cream wholesale distributors, printing companies, launderette, convenience type food markets, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings businesses.

The Board has had to honor its guarantee on 2 loans for a total of $4,150 during its current year of operation. This is a very small loss ratio; much lower than was ever anticipated when this program was developed. The new businesses which have been established are estimated to be generating $4 million in sales. They are also paying taxes in various forms to the local and State government. The overall economy and benefit to the State would seem to more than justify the performance of this Board.

The recent high interest rates have slowed the economy and the Authority has had to take these extremely high rates into consideration when reviewing loan requests.

LICENSES, PERMITS, ETC.: Loan Authorization and Guarantees.

PUBLICATIONS: Fact sheet explaining the program.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	21,315					21,315
Retirement	3,477					3,477
Rents	1,247					1,247
Commodities	571					571
Transfers to Other Funds	725					725
Other Contractual Service	4,653					4,653
TOTAL EXPENDITURES	31,988					31,988

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: 175 Capitol Street, Augusta *Telephone:* 289-3881
Mail Address: Statehouse Sta. #105, Augusta, Maine 04333

Established: 1977 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37A M.R.S.A., Sect. 1402

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans in the State of Maine.

ORGANIZATION: The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members and is assisted by the Bureau of Public Improvements in advisory and technical matters. It may employ such assistance as deemed necessary after the construction phase starts. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Board has received a Certificate of Need to construct a 120-bed nursing home on the Cony Road in Augusta. Construction is expected to begin in the fall of 1981 with an anticipated opening in the fall of 1982.

FINANCES, FISCAL YEAR 1981: The Legislature has appropriated $165,000 (L.D. 1248) for the operations of the Board. The Veterans Administration has allocated $2.9 million to the Maine Veterans Home to match on a 65% to 35% Federal to State sharing the construction cost of the facility. The State's share will be paid from the proceeds of a $2.1 million bond issue which was approved by Maine voters in December 1977. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF VISITORS (TO STATE INSTITUTIONS)

CONTACT: 289-3161

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34 M.R.S.A., Sect. 41

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Each Board of Visitors shall have the right to inspect the institution to which it is assigned and to make recommendations relative to the management of those institutions to the Commissioner of the Department of Mental Health and Corrections. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services and each Board of Visitors shall appear before the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A Board of 5 persons, is appointed by the Governor in connection with each state institution under the Department of Mental Health and Corrections and the Governor Baxter State School for the Deaf within the Department of Educational and Cultural Services. These 5 shall be appointed for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on any Board of Visitors. The members of the Boards of Visitors shall receive no compensation. The re-appointments have not been made to either Board by the Executive Office or requested by the Department.

PROGRAM: The Mental Health Advisory Council has taken on some of the responsibility for overseeing the role of the mental health institutes. The Board of Visitors at the Augusta Mental Health Institute has not met for five years and is considered inactive; while the Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute and is comprised of voluntary community representatives.

FINANCES, FISCAL YEAR 1981: This unit is not authorized to receive or expend funds.

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

JERRY HIX, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 1 Memorial Circle, Augusta; *Floor:* 4 *Telephone:* 622-4709
Mail Address: 1 Memorial Circle, PO Box 17, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 091; *Citation:* 1969 Exec. Order 07-69
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof. The Council prepares and submits, through the State Board of Education, to the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation. And the Council must prepare and submit within 60 days after its certification to the U.S. Commissioner of Education, pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

ORGANIZATION: The members of the Maine Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 20 categories of groups concerned with vocational education policy. There were 26 members during FY 81. The staff consists of the executive director and the staff assistant. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 81 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring two public hearings which were held in Calais and South Portland; monitoring the progress of vocational education legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; participating in the activities of the Post-secondary Education Commission of Maine (PECOM), the State Employment and Training Council (SETC), and the Maine Occupational Information Coordinating Committee (MOICC), through MACVE's representatives on those bodies. In addition, MACVE members also participated in evaluations of secondary vocational programs.

PUBLICATIONS:

1980, 1979 and 1978 Annual Reports

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE VOCATIONAL DEVELOPMENT COMMISSION

HAROLD RAYNOLDS, JR., COMMISSIONER DECS

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: June 27, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 048; *Citation:* 26 M.R.S.A., Sect. 1261

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit an individual report.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 261-3758
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1947 *Sunset Review:* Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC—A Description
Careers in Wastewater Treatment Technology—New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life... or the Birds & Bees of Water
Four Keys to New England Water Quality
Careers in Water Pollution Control
Why Should I Save Water?
A Cause for Alarm—Acid Precipitation in the Northeast
"Aqua News"—a quarterly newsletter providing information on Commission projects and members, and on current events in local and national water pollution control efforts.
Technical reports on various research and demonstration projects of the NEIWPCC
Audio-visual educational materials.

ALL FREE

FINANCES, FISCAL YEAR 1981: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,800.

BOARD OF CERTIFICATION (Water Treatment Plant Operators)

EARLE TARR, CHAIRMAN
GERALD BATES, Secretary

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator. Renewal certificates are issued for previously certified operators. Records are maintained for annual fees, application for and discontinuance of certificates, requests for examinations, notifications of status and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 5 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for certifying. Each public water utility in the state by statute must have a certified operator. Two examinations are held each year. Four hundred and seventy-five (475) operators are presently certified.

LICENSES, PERMITS, ETC.:
Water Certification

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CERTIFICATION (WATER TREATMENT PLANT OPERATORS)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	—25		—25			
Retirement	65		65			
Computer Services—State	245		245			
Commodities	127		127			
Transfers to Other Funds	62		62			
Other Contractual Service	1,837		1,837			
TOTAL EXPENDITURES	2,311		2,311			

MAINE COMMISSION FOR WOMEN

JULIE MOTHERWELL, CHAIRPERSON
JACQUELINE POTTER, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333

Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages women to seek governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: In March, 1980 the Maine Commission for Women adopted the following operational goals:

1) to create ongoing forums and projects which provide information to and about women in Government;
2) to provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches; and
3) to supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The traditional Commission activities will be carried out within this framework. Those activities include:

Talent Bank. The Talent Bank file contains the names and background summaries of women who wish to be appointed to serve on various boards and commissions in Maine State government. The file has recently been updated. Staff keeps in contact with State departments on a regular basis in order to promote the Talent Bank participants for appointments. The Commission publishes a list of upcoming vacancies through the Commission's newsletter—INFORM.

Conferences. The Commission sponsors or co-sponsors conferences in order to gather information on issues effecting women and to create forums for discussion of those issues. During the past year, the Commission has sponsored: "Women Organizing in the '80's", focusing on women in the workforce; "Women and The Media"; "Women and Mortgage Credit". In addition, on election years, the Commission had historically sponsored "Winning with Women" to educate women about the electoral process.

Information Center. The Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. Co-sponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission intends to better serve the interests and concerns of Maine women. The Commission is also a member of the newly formed New England Region Commissions on Women and will be working in conjunction with other New England States on the economic issues to be facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

Handbook For and About Working Women in Maine, published jointly by the Maine Commission for Women and the Women's Training and Employment Program.

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,214	25,574			4,640	
Retirement	5,283	4,433			850	
Commodities	932	645	276		11	
Transfers to Other Funds	914		202		712	
Other Contractual Service	13,416	9,582	1,911		1,923	
TOTAL EXPENDITURES	50,759	40,234	2,389		8,136	

WORKERS' COMPENSATION COMMISSION

CHARLES D. DEVOE, CHAIRMAN
JOHN J. JOLICOEUR, Executive Secretary

Central Office: Deering Bldg. Augusta; *Floor:* 1 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333

Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 30 *Legislative Count:* 30

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

ORGANIZATION: The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. The present Commission consists of six members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years.

Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission, and also authorized the increase in the number of the members appointed by the Governor to six. Two members, ex officio, are the Superintendent of the Bureau of Insurance and the Director of the Bureau of Labor. The six members appointed by the Governor must be lawyers and members in good standing of the Maine Bar. The Commission appoints an executive secretary and full or part-time reporters and such clerical assistance as necessary. The Commission also has a Vocational Rehabilitation Counselor who places in training injured workers who cannot return to their normal employment because of disabling injuries.

PROGRAM: The Workers' Compensation Commission continues to experience a substantial increase in its workload due to the passage of a mandatory law which became effective on June 28, 1974, and which was passed without funding. The waiting period was also reduced from seven to three days on November 29, 1974, and this has also contributed to an increased workload. The number of First Reports of Injury filed in FY 78 totaled 43,989, and for FY 79, the total was 50,248. The increase between FY 78 and FY 79 amounted to 14%. Total First Reports filed in FY 80 amounted to 52,568. The increase between FY 79 and FY 80 amounted to 4%. In FY 81, the total number of First Reports filed was 51,393, a 2% decrease from the previous year. This decrease in the number of First Reports filed is attributable to the fact that the Commission suspended its policy of requesting First Reports on all petitions filed on those injuries that had not been reported. Agreements processed by the Commission in FY 78 totaled 12,357, and in FY 79 Agreements totaled 13,715, for an increase of 11%. Agreements processed in FY 80 totaled 14,453 resulting in an increase of 5% over FY 79. Total Agreements processed in FY 81 amounted to 14,633. The increase over FY 80 amounts to 1%.

The number of petitions of all kinds filed in FY 78 totaled 3,556, and in FY 79 petitions filed totaled 3,756, for an increase of 6%. In FY 80, a total of 5,308 petitions were filed. The increase between FY 79 and FY 80 amounts to 41%. Total petitions filed in FY 81 amounts to 5,796, which accounts for a 9% increase over the previous fiscal year. The total number of hearings held in FY 78 amounted to 6,364 and in FY 79 total hearings held amounted to 8,461, resulting in a difference of 33%. In FY 80, a total of 8,821 hearings were held. The increase between FY 79 and FY 80 amounted to 4%. Total hearings held amounts to 9,276 for FY 81, resulting in a 5% increase over FY 80.

The balance of the Second Injury Fund as of June 30, 1981 was $278,245.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	$ 5,617,718	$ 110,860	$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	66,246,000	1,294,550	38,694,000
1979	85,698,496	1,680,839	55,442,420
1980	98,930,344	1,941,259	65,151,004

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group has been transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979

PUBLICATIONS: "Maine Worker's Compensation Act and Occupational Disease Law" booklet is published every other year. Copies must be ordered from the printer.

FINANCES, FISCAL YEAR 1981: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	441,913	441,913				
Retirement	74,071	74,071				
Rents	405	405				
Commodities	6,896	6,896				
Grants—Subsidies—Pensions	192	192				
Equipment	772	772				
Other Contractual Service	47,222	47,222				
TOTAL EXPENDITURES	571,471	571,471				

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